



# **INTERNATIONAL GATEWAY LANGUAGE ACADEMY & COLLEGE -KELOWNA**

## **RESPECTFUL & FAIR TREATMENT OF STUDENTS NON-DISCRIMINATION**

### **REVISED NOVEMBER 1,2022**

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International Gateway Language Academy College Kelowna (IGK) is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students and policy of non-discrimination.

The core values that guide the IGK's internal and external interactions with each other and the community are:

- We believe cultural and social diversity is essential to our long-term success
- We strive for fairness in all decisions

While on IGK premises or in the course of activities, learning or events hosted by IGK the following activities are prohibited:

- Any degree of bullying, harassment, discrimination.
- Violence, real or perceived.
- Theft, willful damage to student property or College property.
- Any illegal activity.

If under any circumstances, a prohibited activity occurs, and acknowledging that every situation and concern is different, the following steps should be taken:

1. The student (s) should contact the on-site administrator or Senior Education Administrator (SEA) verbally and provide written information as soon as possible.
2. There will be confidential meeting with the SEA or Director within 4 days.
3. Following the meeting with the student (s) or witnesses, the Onsite Administrator or SEA will conduct whatever further enquiry or investigation is necessary to determine whether the concerns can be substantiated.
4. Any necessary inquiries or investigations shall be completed within 15 business days of the initial meeting with the student (s). This timeline can be extended with approval of the Managing Director if the concern is deemed complicated and require additional time.
5. The Senior Educational Administrator will prepare a written summary of the concerns, determination and a report of what action (s) are recommended. This summary and report will be reviewed and approved by the managing director. This step should be completed in a timely manner and within 30 days of the initial complaint.
6. If urgent (for example violence) , the student should approach any employee of the IGK who will assess the urgency of the situation and act accordingly (for example, call the police) and, as needed, refer the matter immediately to the onsite administrator or SEA.

Employees can also file a concern on behalf of a student if they witness or become aware of related issues. Every member of the IGK community has the right to file a complaint of discrimination/harassment.