

Automotive Training Centre		00745
Name of Institution		Institution Number
Harassment and anti racism policy		Oct 27, 2025
Name of Policy	Effective Date	Revision Date

Policy Statement

The Automotive Training Centre is committed to providing a safe, respectful, and inclusive learning environment for all students, faculty, and staff. In accordance with the British Columbia Human Rights Code, the College prohibits all forms of discrimination, harassment, and racism. This policy outlines the expectations, rights, and responsibilities of our community members and the procedures for addressing concerns.

Scope:

This policy applies to all students, faculty, staff, contractors, and visitors of Westminster College. It covers conduct that occurs:

- On campus or in college facilities
- During online classes or communications
- At college-sponsored events, activities, and practicums
- Off-campus where the conduct negatively affects the learning or working environment

Definitions:

- Harassment: Any unwelcome comment, conduct, gesture, or contact that is known, or ought reasonably to be known, to cause offence, humiliation, or intimidation. This includes sexual harassment.
- Racism: Any behaviour, action, or practice that expresses prejudice, bias, or discrimination against individuals or groups based on race, ancestry, colour, place of origin, or ethnicity.
- Discrimination: Unequal treatment based on a protected ground under the BC Human Rights Code, such as race, gender, religion, sexual orientation, disability, age, or family status

Policy statement:

- Harassment, racism, and discrimination of any kind are strictly prohibited
- All members of the College community are entitled to dignity, respect, and equal opportunity.
- Retaliation against anyone who makes a complaint or participates in an investigation will not be tolerated.

Responsibilities:

- Students: Treat peers, faculty, and staff with respect and report incidents of harassment or racism.
- Faculty and Staff: Model respectful behaviour, intervene when safe to do so, and report concerns.
- College Administration: Ensure complaints are addressed promptly, fairly, and confidentially in accordance with this policy.

Reporting procedure:

1. Students who experience or witness harassment or racism are encouraged to report the incident to the Campus Director or the Senior Educational Administrator (SEA).
2. Complaints may be made in writing.
3. The College will review all complaints promptly and may conduct an investigation.
4. Where appropriate, informal resolution may be attempted (e.g., mediation). If the issue cannot be resolved informally, a formal investigation will be conducted.

Possible outcomes:

- If harassment or racism is substantiated, disciplinary measures may include:
- Verbal or written warnings
- Mandatory training or counselling
- Suspension or dismissal from the College (for students)
- Termination of employment (for staff or contractors)

Support Services:

Students affected by harassment or racism will be offered access to counselling services, academic accommodations, or referrals to external support agencies as needed.

Review of policy:

This policy will be reviewed annually to ensure compliance with the BC Human Rights Code and best practices in creating a respectful and inclusive academic environment.

Effective Date: October 27, 2025