

Harassment & Anti-Racism Policy

1. Preamble & Theological Foundation

In accordance with our mission to nurture God's servants and equip the laity, Canadian Chinese School of Theology Vancouver (CCST Vancouver) is committed to fostering a learning and working environment where every member of our community is treated with dignity, respect, and fairness, reflecting the love of Christ.

We believe that all people are created in the image of God and are to be valued equally. Therefore, harassment, discrimination, and racism are contrary to our Christian faith, our community standards, and the biblical call to love our neighbour as ourselves (Matthew 22:39). This policy is established to prevent such behaviours and to provide a clear, fair, and redemptive process for addressing complaints.

2. Scope and Application

This policy applies to **all members** of the CCST Vancouver community, including students, faculty, staff, administrators, board members, and volunteers. It covers conduct that occurs on campus, online, or at any school-sponsored event or activity off-campus.

This policy addresses all forms of harassment and discrimination prohibited by the British Columbia *Human Rights Code*, including those based on:

- Race, colour, ancestry, or place of origin
- Religion
- Age
- Sex, sexual orientation, or gender identity/expression
- Marital or family status
- Physical or mental disability

3. Definitions

- **Harassment:** Any unwelcome conduct, comment, gesture, or contact that is known, or ought reasonably to be known, to be offensive, humiliating, or intimidating to another person. This includes, but is not limited to, bullying, verbal abuse, and

intimidation. *It is not harassment for a faculty or staff member to exercise reasonable supervisory or academic authority.*

- **Discrimination:** The unjust or prejudicial treatment of individuals on the basis of any of the protected grounds listed in Section 2. Discrimination can be intentional or unintentional.
- **Racism:** Any individual action, or institutional practice, which subordinates or marginalizes a person or group because of their race, colour, ancestry, or place of origin. This includes racial slurs, jokes, stereotyping, and microaggressions.

4. Principles of Resolution

- **Confidentiality:** All reports and complaints will be handled with the highest degree of confidentiality possible. Information will only be shared with those who need to know in order to investigate and resolve the matter.
- **Procedural Fairness:** All parties involved in a complaint (the complainant and the respondent) have the right to be heard, to be informed of the allegations, and to have a fair and impartial review.
- **No Reprisal:** It is a serious offence under this policy to retaliate or take adverse action against anyone who, in good faith, reports an incident or participates in an investigation.
- **Redemptive Approach:** Whenever possible, and without compromising safety or justice, the resolution process will seek to be redemptive, aiming for restoration of relationships and correction of behaviour within the community.

5. Resolution Process

CCST Vancouver encourages the resolution of concerns at the earliest and most informal stage possible.

Stage 1: Informal Resolution

1. **Direct Conversation:** If you feel safe and comfortable doing so, you are encouraged to directly inform the person that their behaviour is unwelcome and ask them to stop.

2. **Assisted Conversation:** If you do not feel comfortable with a direct conversation, you may ask a trusted faculty member, staff member, or the **Dean of Students** to help facilitate an informal discussion to resolve the issue.

If the matter is not resolved informally, or if the nature of the complaint is too serious for an informal process, you may proceed to a formal complaint.

Stage 2: Formal Complaint & Investigation

1. **Filing a Complaint:** A formal complaint must be submitted in writing to the **Dean of Students**. If the complaint is against the Dean of Students, it should be submitted to the **Principal**. The complaint should include the names of the parties involved, a description of the incident(s), dates, locations, and any witnesses.
2. **Initial Assessment:** The Dean of Students (or Principal) will acknowledge receipt of the complaint within five (5) business days and conduct an initial assessment to determine if the complaint falls within the scope of this policy.
3. **Investigation:** If the complaint proceeds, a formal investigation will be conducted. This will involve interviewing the complainant, the respondent, and any relevant witnesses, as well as reviewing any evidence. Both the complainant and the respondent have the right to be accompanied by a support person from within the CCST Vancouver community during any meetings.
4. **Findings & Action:** Upon completion of the investigation, a written report of the findings will be prepared. If the investigation concludes that the policy has been violated, CCST Vancouver will take appropriate disciplinary and/or corrective action, which may range from educational interventions or apologies to suspension or dismissal from the school.

6. External Resources

While CCST Vancouver encourages the use of its internal resolution processes first, individuals always have the right to seek information, advice, or file a complaint with external bodies. Key resources include:

- **BC Human Rights Tribunal:** The independent tribunal responsible for accepting, screening, mediating, and adjudicating human rights complaints in BC.
 - **Website:** <https://www.bchrt.bc.ca/>

- **BC Human Rights Code:** The provincial law that protects against discrimination and harassment in areas like employment and services, based on specific personal characteristics.
 - **Website:** https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96210_01
- **BC Government - Human Rights Protection:** Information from the provincial government about human rights in British Columbia.
 - **Website:** <https://www2.gov.bc.ca/gov/content/justice/human-rights>
- **BC Government - Anti-Racism Information:** Resources and information related to anti-racism initiatives and legislation in BC.
 - **Website:** <https://www2.gov.bc.ca/gov/content/governments/multiculturalism-anti-racism/anti-racism>

7. Policy Review

This policy will be reviewed every three years by a committee representing students, faculty, and staff to ensure it remains effective and compliant with provincial regulations and best practices.