



# SEXUAL MISCONDUCT POLICY

HOLLYWOOD NORTH SOUND INSTITUTE

Effective Date: March 27, 2025

## 1. Purpose

Hollywood North Sound Institute is committed to providing a safe, respectful, and inclusive learning environment. This policy outlines our approach to preventing and responding to sexual misconduct involving students.

## 2. Definition of Sexual Misconduct

Sexual misconduct includes, but is not limited to:

- Sexual assault (any form of sexual activity without consent)
- Sexual exploitation (taking advantage of another person sexually for personal gain)
- Sexual harassment (unwelcome sexual advances, comments, or conduct)
- Stalking (repeated unwanted attention that causes fear or distress)
- Indecent exposure (exposing oneself in a sexual manner without consent)
- Voyeurism (watching or recording someone in a private setting without consent)
- Distribution of sexually explicit images or videos without consent, with intent to cause distress
- Attempting or threatening to commit any act of sexual misconduct

## 3. Prevention of Sexual Misconduct

Hollywood North Sound Institute promotes a culture of respect and consent through:

- Educating students and staff on sexual misconduct prevention and bystander intervention.
- Enforcing a strict zero-tolerance policy for sexual misconduct.
- Providing resources and support for students who experience or witness sexual misconduct.



## 4. Procedures for Making a Complaint or Report

### A. Making a Complaint (Formal Process)

A complaint is a request for an investigation and formal resolution.

- A student who experiences sexual misconduct may submit a written complaint to the Director of Student Affairs.
- The complaint should include details of the incident, individuals involved, and any supporting evidence.
- The student has the right to be accompanied by a support person, such as a friend, family member, or legal representative.

### B. Making a Report (Informal Process)

A report is a disclosure of sexual misconduct without a request for formal investigation.

- A student can make a report to any faculty or staff member or directly to the Director of Student Affairs.
- Reports will be taken seriously, and support will be provided, but no formal action will be taken unless the student requests it (except in cases where there is a risk to others).

## 5. Responding to Complaints and Reports

### A. Response to a Complaint (Investigation Process)

- The Director of Student Affairs will review the complaint and conduct an investigation.
- The investigation may include interviews, review of evidence, and consultation with relevant parties.
- A decision will be made within 30 days, and the student will receive a written outcome.

### B. Response to a Report (Support and Guidance)

- The student will be provided with information about available resources, including counseling and legal support.
- The institution will respect the student's choice regarding further action unless required by law to intervene.



## 6. Protection from Retaliation

Hollywood North Sound Institute strictly prohibits retaliation against any student who makes a complaint or report in good faith.

## 7. Policy Acknowledgment and Accessibility

- This policy is provided to students before the start of their program.
- The policy is posted on the institution's website.
- Students must acknowledge receipt and understanding of this policy by signing a copy upon enrollment.