

# Student Handbook



# WESTERN MARITIME INSTITUTE

## Our Mission

is to facilitate professional marine training and personal professional advancement. We strive to continuously improve training programs and to exceed the training standards required under STCW 2010 and Transport Canada.

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# Admission Policy

Implementation Date  
1 September 2010

Last Revision Date  
09 August 2022

Position(s) Responsible  
Admission Representative

Authorized by  
Campus Director

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## Policy

Western Maritime Institute is committed to enrolling students who meet all of our program admission criteria and who are likely to succeed in meeting their education and career goals.

## Procedure

1. The institution's automated phone refers all inquiries to the Admission Representative.
2. The Admission Representative discusses with the prospective student the program of interest. If the student is undecided about a program of study, the Admission Representative gives the prospective student information about a number of programs so that the student can make a decision. If the student requires technical information on courses beyond the ability of the Admissions Representative, the student will be transferred to the Campus Director.
3. Once the student has decided on a program of study, the Admission Representative reviews the admission criteria for the program with the student to ensure that they meet all of the criteria.
4. The Admission Representative obtains evidence (e.g. transcript, proof of age, etc.) from the student that they meet all of the program's admission criteria and places the evidence in the student file. Students who are missing any of the required documents may prevent them from taking the course or program.
5. After receiving evidence that the prospective student meets all of the admission criteria, the Admission Representative prepares a Student Enrolment Contract and discusses with the prospective student the policies that will affect the student during their completion of the program of study and to review the contract. The Admissions Representative will also discuss with the student, their educational goals and commitment to completing the program of study.
6. If, after understanding their rights and responsibilities, the prospective student wishes to sign the contract, the Admissions Representative makes arrangement for the student to sign the contract in person or online via DataWitness.

Implementation Date  
1 September 2010

Last Revision Date  
09 August 2022

Position(s) Responsible  
Admission Representative

Authorized by  
Campus Director

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7. The Admissions Representative then delivers a copy of the signed contract, along with a copy of all student policies to the student.
8. As per Transport Canada requirements, students must have a Candidate Document Number (CDN) issued by Transport Canada prior to obtaining course certificates for all classes except SVOP, MEDs, and Marine First Aid.

# Attendance Policy

Implementation Date  
1 September 2010

Last Revision Date  
13 May 2022

Position(s) Responsible  
Instructors / Course  
Administrator

Authorized by  
Campus Director

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## Policy

Regular attendance is required by students in order to acquire all of the knowledge and skills necessary to complete their Certificate of Competency courses successfully.

### 1) Students must

- a) Attend a minimum of 90% of Transport Canada block credit courses in order to graduate.
- b) Attend 100% of practical training courses in order to graduate.
- c) Class hours are from 8:30 am to 5:00 pm, depending on the course. Students are expected to be in class and ready to start at that time.

### 2) For absences, students are to contact the school either by email or phone.

- e) Absenteeism for more than 2 days due to illness must be accompanied by a Doctor's note

### 3) If student does not attend as outlined above

- a. For block credit course, student will be required to write their exam at Transport Canada;
- b. For WMI and practical training courses, student may not graduate.

## Note

At the Instructor's discretion, students may catch up with hours missed through one-on-one time with the Instructor. All hours missed must be made up and evidence of made up hours are to be provided to Course Administrator in the form of signed attendance form. Hours can only be made up where applicable; practical portion of MED training may not be made up at a later time, students must attend 100% of practical training time with the rest of the class in order write the exam at the end of the course.

Implementation Date  
1 September 2010

Last Revision Date  
13 May 2022

Position(s) Responsible  
Instructors / Course  
Administrator

Authorized by

Campus Director

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## Attendance Record Process

1. At the beginning of each course, Course Administrator will provide the instructor with a Course Attendance class list.
2. Every day during the course, the Instructor will sign off on attendance for each student, indicating if the student was present or absent and if student missed any hours during the day. On the last day, the Instructor will submit the signed Attendance Sheet for the week to Course Administrator for entry into Student Information System.
3. At the end of the course, Attendance Sheets are to be stored in the Course File and kept on file for five years as per Transport Canada requirements.
4. Individual student attendance records can be accessed from the Student Information System.

## Clothing Requirement for MED Courses

**Implementation Date**

1 June 2014

**Last Revision Date**

08 July 2021

**Position(s) Responsible**

Instructors / Course

Administrator

**Authorized by**

Campus Director

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### Policy

Students are advised that a few of the Marine Emergency Duties (MED) courses involve exposure to high temperatures and live fire conditions.

Suitable protective clothing (turn-out gear) will be provided by WMI.

However, please ensure you come prepared with the following personal clothing and appearance:

1. You will need natural fiber shirts and long pants (or coveralls) to participate in the fire simulation portion of MED courses. No polyester or other synthetic fibres can be worn for these exercises.
2. You must wear closed-toe shoes and heavy socks during survival craft and fire-related training.
3. A swimsuit (or clean t-shirt and jeans) and towel are required for students enrolled in the MED DVS, MED STCW Basic Safety Training, MED Survival Craft, and MED Refresher courses.
4. For all firefighting courses, male students must be clean shaven in order to ensure a proper fit for their breathing apparatus.

A large portion of MED courses is done outside, rain or shine, please come prepared for the weather (drinking water, rain gear etc).

## Dismissal Policy

Implementation Date

1 September 2010

Last Revision Date

08 July 2021

Position(s) Responsible

Campus Director/ Chief Instructor

Authorized by

Campus Director

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### Policy

Western Maritime Institute expects students to meet and adhere to a code of conduct while completing a program of study. The list below outlines the code of conduct that all students are expected to follow. This list is not exhaustive, and students should request clarification from the Campus Director if they have any questions.

“Student” is defined as including prospective students as well as those currently registered or enrolled in any (institution) programs or activity.

The Code of Conduct Students are expected to follow include:

1. Attend school in accordance with the Attendance Policy.
2. Treat all students, staff, and Instructors with respect.
3. Refrain from any disruptive or offensive classroom behavior.
4. Dress according to the school’s dress code as outlined in the Student Handbook.
5. Refrain from cheating or plagiarism.
6. Treat school property with respect.
7. Refrain from bringing weapons of any kind to school.
8. Complete all assignments and examinations on the scheduled completion dates.
9. Refrain from bringing any alcohol or any prohibited mood-altering substances to the Institution.
10. Smoking is allowed only in the designated areas on the property.
11. Refrain from making inappropriate remarks concerning another student or staff’s ethnicity, race, religion, gender, or sexual orientation.
12. Any other conduct which is determined to be detrimental or damaging to the other students, staff members or the Institution.



Implementation Date  
1 September 2010

Last Revision Date  
08 July 2021

Position(s) Responsible  
Campus Director/ Chief Instructor

Authorized by  
Campus Director

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Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period:

1. Sexual assault.
2. Physical assault or other violent acts committed on or off campus against any student.

Any of the following, if substantiated, may result in immediate dismissal without a warning letter or probationary period:

1. Verbal abuse or threats.
2. Vandalism of school property.
3. Theft.

Students who do not meet the expected code of conduct will be subject to the procedures outlined below which may include immediate dismissal from the institution depending on the severity of the misconduct.

Concerns related to a student's conduct shall be referred to the Campus Director or President to process in accordance with this Policy.

## Procedure

1. All concerns relating to student misconduct shall be directed to the Campus Director or Chief Instructor.
2. The Campus Director will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the Campus Director and Chief Instructor will meet with the student as soon as practicable.
3. Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
4. The Campus Director will meet with the student and do one of the following:
  - a) Determine that the concern(s) were not substantiated;
  - b) Determine that the concern(s) were substantiated, in whole or in part, and either:
    - i. Give the student a warning, setting out the consequences of further misconduct;

Implementation Date  
1 September 2010

Last Revision Date  
08 July 2021

Position(s) Responsible  
Campus Director/ Chief Instructor

Authorized by  
Campus Director

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- ii. Set a probationary period with appropriate conditions; or
  - iii. Recommend to the Vice President that the student be dismissed from the Institution.
- 5. The Campus Director will prepare a written summary of the determination. A copy shall be given to the student, a copy will be placed in the school’s Student E-File, and the original will be placed in the student file.
- 6. If the student is issued a warning or placed in probation, the Campus Director and the student both sign the written warning of probationary conditions, and the student is given a copy. The original document is placed in the Student’s E-File.
- 7. If the recommendation is to dismiss the student, the Campus Director and Chief Instructor will meet with the student to dismiss them from study at the school. The Campus Director and Chief Instructor will deliver a letter of dismissal to the student and a calculation of refund due or tuition owing, depending on the status of the student’s financial account with the school. Any costs associated with the student.
- 8. If a refund is due to the student, the Campus Director will ensure that a cheque is forwarded to the student within 30 days of the dismissal.
- 9. If the student owes tuition or other fees or damage assessments to the school, the authorized person will undertake the collection of the amount owing.

# Dispute Resolution & Grade Appeal Policy

Implementation Date  
1 September 2010

Last Revision Date  
04 Nov. 2022

Position(s) Responsible  
Chief Instructor/Campus Director

Authorized by  
Campus Director

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## Policy

Western Maritime Institute provides an opportunity for students to resolve disputes of a serious nature and grades appeals in a fair and equitable manner for those courses where the marking is in the purview of the college. Pass/Fail grades issued by Transport Canada or other regulatory agencies may not be appealed using this process.

The policy applies to all students who are currently enrolled or were enrolled 30 days prior to the submitting their concern to the Chief Instructor or the Campus Director.

## Procedure

1. When a concern arises, the student should address the concern with the faculty member most directly involved. If the student is not satisfied with the outcome at this level, the student should put their concern in writing and deliver it to the appropriate Chief Instructor; Maciej Krok(Simulator)- [maciej.krok@maritimeed.com](mailto:maciej.krok@maritimeed.com), Al de Koninck (Block Credit)-[al.dekoninck@maritimeed.com](mailto:al.dekoninck@maritimeed.com), Paul Gibas (MED)- [paul.gibas@maritimeed.com](mailto:paul.gibas@maritimeed.com)
2. In the absence of the Chief Instructor <sup>or</sup> a situation where the Chief Instructor is involved in the dispute, the student should address the concern directly with the Campus Director; Cheryl Caldwell [cheryl.caldwell@maritimeed.com](mailto:cheryl.caldwell@maritimeed.com). Student will not be subject to any form of retaliation as a result of filing a complaint.
3. The Chief Instructor will arrange to meet with the student to discuss the concern and desired resolution within 5 school days of receiving the student's written concern, or as soon as practicable.
4. Following the meeting with the student, the Chief Instructor will conduct whatever enquiries and/or investigations are necessary and appropriate to determine whether the student's concerns are substantiated in whole or in part. Those inquiries may involve further discussion(s) with the student either individually or with appropriate (institution's) personnel.
5. The necessary enquiries and / or investigations shall be completed no later than 10 school days following the receipt of the student's written concerns. The Chief Instructor will do one of the following within 10 days of receiving the student's written concerns:

Determine that the student's concerns are not substantiated; or

- a. Determine that the student's concerns are substantiated in whole or in part;

Implementation Date  
1 September 2010

Last Revision Date  
04 Nov 2022

Position(s) Responsible  
Chief Instructor/Campus Director

Authorized by  
Campus Director

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- b. Determine that the student's concerns are unsubstantiated.

The student and the institution's personnel involved shall receive a written summary of the above determination. A copy of all documentation relating to every student's complaint should be signed by all parties. A copy shall be given to the student, a copy will be placed in the school's Student Conduct File, and the original will be placed in the student file.

6. If it has been determined that the Student's concerns are substantiated in whole or in part the Chief Instructor shall include a proposed resolution of the substantiated concern(s).
7. If the student is not satisfied with the determination of the Chief Instructor, the student must advise the Chief Instructor in writing within 48 hours of being informed of the determination. The Chief Instructor will immediately refer the matter to the Campus Director. The Campus Director will review the matter and meet with the student within 5 school days.
8. The Campus Director shall either confirm or vary the determination of the Chief Instructor. Written reasons for the determination and reconsideration (if any) will be provided to the student within 30 days after the date on which the complaint was made. At this point the School's Dispute Resolution Process will be considered exhausted.
9. If the issue is of a serious nature the Campus Director may, in their sole discretion and cost, engage the services of a third party mediator to assist in the resolution of the dispute.
10. The student making the complaint may be represented by an agent or a lawyer.
11. Students has the right to file a claim of being misled with PTIB within a year of completing, being dismissed or withdrawing from a program.

## Procedure for Grade Appeal

1. If a student is dissatisfied with the grade received for a mid-term or final course assessment and can provide evidence that a higher grade is warranted, they should discuss with their instructor. The instructor will reconsider the grade and, if warranted, assign a different grade.
2. If the student is not satisfied with the outcome of their appeal to the instructor, they should submit a written appeal to the Chief Instructor.
3. The Chief Instructor will obtain a copy of the mid-term or final assessment from the instructor and will have the assessment re-marked by another instructor.

## Implementation Date

1 September 2010

## Last Revision Date

08 July 2021

## Position(s) Responsible

Chief Instructor/Campus Director

## Authorized by

Campus Director

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4. If the assessment achieves a higher grade on re-mark, the higher grade will be assigned to the student. If the assessment achieves a lower grade on re-mark, the original grade will remain in place. If a grade appeal is reviewed by the Chief Instructor, the grade assigned following the re-mark and review will be final and cannot be appealed further.
5. If a grade appeal is reviewed by the Chief Instructor, the grade assigned following the re-mark and review will be final and cannot be appealed further.

## Right to Appeal to the Private Training Institutions Branch

1. If the student is or was enrolled in an approved program, is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, he or she may file a complaint with the Private Career Training Institutions Branch ([www.privatetraininginstitutionsbranch.bc.ca](http://www.privatetraininginstitutionsbranch.bc.ca)).

# Examination Invigilation Policy

Implementation Date  
1 September 2010

Last Revision Date  
08 July 2021

Position(s) Responsible  
Instructors or Invigilator

Authorized by  
Campus Director

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## Policy

### Invigilation

All Mid-term, Final and Transport Canada examinations will be invigilated by an instructor or administrative personnel.

Video invigilation may be employed. Students will be advised that the examination room is under video surveillance at all times. The video will be recorded for future review. The policy applies to all students who are currently enrolled or were enrolled 30 days prior to the submitting their concern to the Chief Instructor or the Campus Director.

Examinations for online courses will be conducted in-person at WMI. Students may choose to write their examinations at either WMI's Ladysmith or Surrey campus.

### Cheating

1. Transport Canada examinations
2. Industry Canada Examination
3. Mid Term and Final Examination held by WMI

Students shall not bring any of the following electronic equipment into the exam room.

1. Programmable electronic calculators
2. Cell phones of any type. Cell phones brought into the classroom are to be turned off, stored in student's bag and kept away from the exam desk.
3. Miniature or any other type of camera
4. I-Pod or any other receiving device.

Students will not be allowed to leave the examination room during the examination. Except in special circumstances, if a student leaves the room during the examination, they must hand in the examination paper and answer sheets and will not be permitted to return to the examination room.

Implementation Date  
1 September 2010

Last Revision Date  
08 July 2021

Position(s) Responsible  
Instructors or Invigilator

Authorized by

Campus Director

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Instructors will read the “Notice Regarding Cheating” before every applicable examination.

Any student caught cheating will:

1. immediately be evicted from the examination room and the paper declared “Void”
2. The student will not be eligible to rewrite the examination for thirty (30) days
3. If the student is caught cheating on a second occasion they will be barred from taking further examinations at Western Maritime Institute.
4. Where the examination is a Transport Canada Examination the student’s paper will be marked “Void” and a letter advising Transport Canada, together with the evidence of cheating, will be forwarded to Transport Canada.

# Language Proficiency Assessment Policy

Implementation Date  
1 March 2016

Last Revision Date  
08 July 2021

Position(s) Responsible  
All Admissions Staff

Authorized by  
Campus Director

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## Policy

Instruction at Western Maritime Institute (WMI) is conducted in English. Students whose first language is not English are required to undergo a Language Proficiency Assessment prior to enrolment in order to ensure they have the language abilities necessary to successfully complete the courses or Certificate of Competency of their choice.

Language proficiency requirements are admission requirements and may not be waived by either the institution or the student. English as a Second Language (ESL) classes are not acceptable to meet this requirement. The following are accepted options to prospective students:

1. Complete English 12 for marine courses
2. Grade 10 English for non-marine courses or pass college English admission test and provide evidence of having successfully completed two years of full-time education in English in an English-speaking country at the Secondary and Post-Secondary level.
  - Two years of full-time education is considered either 12 courses successfully completed in two years or 15 courses successfully completed in three years.
3. Demonstrate English proficiency in reading, writing, speaking, and listening by meeting one of the following requirements, supported by official results:
  - a. Test of English as a Foreign Language (TOEFL) minimum test score of 550 (paper based) or 213 (computer version) or 80 on the internet-based test.
  - b. International English Language Testing System (IELTS) with a minimum band of 6.0
  - c. Canada Academic English Language Assessment (CAEL) with a minimum band of 60

For Non-marine courses, the following are accepted options:

- a. An equivalent English course taken at another institution listed in the BCCAT transfer guide
- b. Proof of a diploma or degree from a post-secondary institution where English is the language of instruction
- c. Canadian Language Benchmarks (CLB) Level 6 in each section
- d. WMI English Entry Assessment with a minimum score of 60%.

Evidence of English proficiency is required upon admission by meeting one of the above.



# Registration Fee and Refund Policy

Implementation Date  
1 September 2010

Last Revision Date  
20 April 2021

Position(s) Responsible  
Admission Advisors  
and Campus Director

Authorized by

Campus Director

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## Registration Fee Policy

1. A registration fee of \$250.00 per course or \$250.00 per Certificate of Competency if registering for all courses in the Certificate is payable in order to register students in courses.
2. This fee is non-refundable in the event of subsequent cancellation by the student. In the event additional fees have been prepaid, these will be refunded based on the WMI refund policy as outlined below. If the course is canceled, refunds will be provided as per Clause #5.
3. If insufficient students register for the course and it is canceled, the registration fee may be applied to a similar course within the same academic year.
4. The balance of the fees are due and payable no later than fourteen (14) days prior to the commencement of the course. Failure to do so may result in an automatic withdrawal from the course.
5. Where insufficient numbers of students are registered, WMI will offer those students registering the option of paying a surcharge to meet the minimum cost recovery for the course, or receiving a full refund of fees paid.

## Refund Policy

1. If Western Maritime Institute receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
  - a. Western Maritime Institute receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
  - b. the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
  - c. the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.

Implementation Date  
1 September 2010

Last Revision Date  
21 April 2021

Position(s) Responsible  
Admission Advisors  
and Campus Director

Authorized by

Campus Director

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2. Western Maritime Institute will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
  - a. within 7 days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain 5% of the total tuition and fees due under the contract to a maximum of \$250.
  - b. more than seven days after the effective contract date and
    - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
    - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
  - c. after the contract start date
    - i. but before 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
    - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
    - iii. if a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.

Implementation Date  
1 September 2010

Last Revision Date  
21 April 2021

Position(s) Responsible  
Instructors or Invigilator

Authorized by

Campus Director

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5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
  - a. before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
  - b. after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
  - a. the student has completed and received an evaluation of their performance for at least 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
  - b. the student has completed and received an evaluation of their performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
  - a. of the date the institution receives a student's notice of withdrawal,
  - b. of the date the institution provides a notice of dismissal to the student,
  - c. of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
  - d. after the first 30% of the hours of instruction if section 3 of this policy applies.

Implementation Date  
1 September 2010

Last Revision Date  
20 April 2021

Position(s) Responsible  
Instructors or Invigilator

Authorized by

Campus Director

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9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
  - a. the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or the program is provided solely through distance education.

# Respectful Academic & Workplace Policy

## Implementation Date

1 March 2017

## Last Revision Date

08 July 2021

## Position(s) Responsible

Administrative and Instructional  
Staff and Students

## Authorized by

Campus Director

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## Professional Conduct Policy

While WMI recognizes that certain language is commonly accepted amongst mariners, it is our aim within the training environment to encourage a professional and respectful environment for all members of Western Maritime Institute. As such:

1. Students, faculty, and administrative staff are encouraged to refrain from abusive language, gossip, profanity, intimidation, violence etc. or any other behaviour that creates a negative or unprofessional environment in the classroom / on campus / online / within social networks.
2. Any threatening actions or acts of violence perpetuated against other members of the WMI/FEI community will not be tolerated and will be grounds for disciplinary action up to and including immediate dismissal.
3. Western Maritime Institute strives to be a professional educational environment. As such, care is to be taken in the selection of learning material and resources (e.g. videos, mnemonic devices, etc.) that are not deemed offensive or unprofessional in nature.
4. All members of the community are expected to respect the premises and equipment of Western Maritime Institute and leave classrooms and all shared spaces tidy at the end of the training day.

## Harassment and Sexual Harassment Policy

It is Western Maritime Institute's policy to provide all students and staff with an environment that is free from all forms of harassment or discrimination. We will make every reasonable effort to prevent harassment/discrimination of our students and staff.

The Miriam Webster Dictionary defines the word "harassment" as "to annoy persistently." Any students or staff who personally feel harassed or discriminated against by a student or staff member are encouraged to immediately make a report in writing to the Campus Director. Harassment of students or staff will not be tolerated and will be grounds for immediate dismissal.

**Implementation Date**

1 March 2017

**Last Revision Date**

08 July 2021

**Position(s) Responsible**Administrative and Instructional  
Staff and Students**Authorized by**

Campus Director

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Sexual harassment is an unwelcome comment or conduct of a sexual nature that is uncomfortable for the person on the receiving end of these; anything that causes embarrassment or offense. Sexual harassment includes, but is not limited to unwanted physical contact, sexual advances, requests for sexual favours, suggestive or offensive comments or gestures emphasizing sexuality, sexual identity or sexual orientation.

## Human Rights Policy

Consistent with the Human Rights Code of BC, Western Maritime Institute does not discriminate on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age.

Discrimination is unwelcome comment or conduct that denigrates others. Western Maritime Institute celebrates the rich and diverse backgrounds of all students and staff. Any form of discrimination will not be tolerated and will be grounds for immediate dismissal.

Students are advised that a valid Seafarer's Medical is a pre-requisite for entry into certain programs (e.g. Bridge Watch Rating) and the inability to obtain a Seafarer's Medical may prevent students from taking some courses. Western Maritime Institute Admissions staff will make every effort to advise students on alternate options where these exist. Exclusion from enrolling in certain courses as a result of inability to obtain a valid Seafarer's Medical is not considered ground for Human Right violation.

## Sexual Misconduct Policy

### Implementation Date

1 September 2010

### Last Revision Date

15 Oct 2021

### Position(s) Responsible

All Members of the FEI Community

### Authorized by

Vice President, FEI

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### Policy

This policy applies to all staff members of Fraser Education Inc. and by extension, all students and staff of Western Maritime Institute.

All students and staff of Fraser Education Inc. are entitled to study and work in an environment that is free from Sexual Misconduct. Fraser Education Inc. considers Sexual Misconduct to be a serious violation of an individual's fundamental rights. Members of FEI's community who engage in Sexual Misconduct may be subject to a range of disciplinary measures, up to and including suspension, dismissal or expulsion. Members of Fraser Education Inc.'s community who experience and report Sexual Misconduct will be provided with support and assistance with accessing additional support services both on and off the Campus.

However, knowing what constitutes Sexual Misconduct is often difficult. Freedom from misconduct and harassment does not mean that you will be protected from exposure to controversial material and ideas, nor does it mean that every encounter you have at Western Maritime Institute will be agreeable. Western Maritime Institute is a place of learning in which the free exchange of information, ideas and perspectives are valued and encouraged. However, the use of sexually explicit material as training aid (e.g. demonstration videos) where other appropriate material is available and the sexually explicit material can be excluded from course content is strictly forbidden.

Students staying in on-campus residence are advised that there are no WMI staff members on site on weekends and between the hours of 4:30pm and 8:00am on weekdays and there is no campus security present at any time. A call out list of WMI contacts is provided in each residence room; students are to call the list for assistance in case any issues arise after hours. Students are advised to call 911 in case of emergencies that warrant the attention of police, ambulance, or fire services.

### Scope

This Policy applies to all members of the Fraser Education Inc. community, which includes students, administrative and instructional staff, guests and visitors. The Policy is intended to address and eliminate Sexual Misconduct which occurs within the context of Fraser Education Inc. activities and which interferes with an individual's employment or studies at FEI and Western Maritime Institute. Behaviour which occurs separate from any College-related activities and which is unrelated to an individual's employment or studies at Fraser Education Inc. and Western Maritime Institute is not covered by this Policy.

Implementation Date  
1 September 2010

Last Revision Date  
15 Oct 2021

Position(s) Responsible  
All Members of the FEI Community

Authorized by  
Vice President, FEI

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This Policy is not intended to be used in situations where Sexual Misconduct is of a violent nature. In the event of violent incidents, law enforcement authorities will be contacted and support will be provided to the victim. Fraser Education Inc. does reserve the right to conduct an investigation and take appropriate steps in the event of violent situations, if necessary to protect the safety of Fraser Education Inc.'s community.

### Definitions

#### Consent

The voluntary agreement to engage in the sexual activity in question and to continue to engage in the activity. Voluntary agreement to engage in the activity or to continue to engage in the activity must be communicated through words or conduct, and can be revoked at any time. No consent is obtained where a person is incapable of consenting, for example, by intoxication or where a person is induced to engage in the activity by someone abusing a position of trust, power or authority.

#### Sexual Misconduct

To constitute Sexual Misconduct, behaviour may be a single serious incident or may be repeated or persistent behaviour. Sexual Misconduct is any form of sexual contact without a person's consent, including the threat of sexual contact without consent. Sexual Misconduct may include one or more of the following:

- Sexual assault
- Sexual exploitation
- Sexual harassment
- Criminal harassment (Stalking)
- Indecent exposure
- Voyeurism
- The distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph or video
- The attempt to commit an act of sexual misconduct
- The threat to commit an act of sexual misconduct



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1 September 2010

Last Revision Date  
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## Sexual Harassment

Sexual harassment refers to unwanted communications or actions that are sexual in nature, and are offensive, intimidating or humiliating. It can take many forms including verbal, written or visual. Sexual harassment may include any of or all of the following conditions:

- Conduct or comment of a sexual nature made by a person who knows or ought to reasonably know that such conduct or comment is unwanted or unwelcome
- Expressed or implied promise or a reward for complying with a request of a sexual nature
- Actual reprisal or an expressed or implied threat of reprisal for refusal to comply with a request of a sexual nature
- Actual denial of an opportunity or an expressed or implied threat of denial of opportunity for refusal to comply with such a request
- The conduct or comment is intended to, or has the effect of, creating an intimidating or hostile environment
- Differential treatment of a former or current intimate partner where a power relationship exists
- Examples of sexual harassment include, but are not limited, to the following:
  - Remarks or innuendos regarding an individual's appearance, clothing or sexual life
  - Unwelcome questions or sharing of personal information regarding a person's marital status, sexuality, sexual activity, sexual orientation, or gender/transgender issues
  - Persistent, unwelcome sexual flirtations, advances, propositions, invitations or requests
  - Sexually suggestive, obscene or degrading comments or gestures
  - Displaying or circulating sexually graphic or derogatory pictures or written materials
  - Use of online activities such as email, text messaging or social networking to initiate or participate in any of the above behaviours
  - Leering, ogling or sexually oriented gestures
  - Inappropriate and unnecessary touching

**Implementation Date**

1 June 2014

**Last Revision Date**

15 Oct 2021

**Position(s) Responsible**

All Members of the FEI Community

**Authorized by**

Vice President, FEI

[Back to Table of Contents](#)**Sexual Assault**

Sexual assault is any form of sexual contact that occurs without any freely given consent. Sexual assault includes any form sexual contact where consent has not been given (i.e. non-consensual touching that is sexual in nature, forced penetration). Sexual assault includes date rape or acquaintance rape, which happens between acquaintances, friends or between people who are dating. There are three levels of sexual assault in the Criminal Code of Canada.

- Level 1: any forced sexual contact without bodily harm
- Level 2: forced sexual contact causing or threatening to cause bodily harm or using a weapon (imitation or real)
- Level 3: forced sexual contact that causes aggravated bodily harm or endangers the life of the victim or others

**Criminal Harassment (Stalking)**

Criminal harassment, which includes stalking, is prohibited by the Criminal Code of Canada. Criminal harassment prohibits deliberate conduct that is psychologically harmful to others. For stalking to be criminal harassment, here's what's required:

- A person does one or more of the following things:
  - repeatedly follow you, or anyone you know
  - repeatedly communicate with you, or anyone you know, directly or indirectly
  - repeatedly watch you, or anyone you know, or lurk around your home, workplace, or any other place you happen to be
  - engage in any threatening conduct directed at you or a member of your family
- The person knows that their conduct is harassing you or they are reckless about whether their conduct is harassing you. Reckless means they know their conduct may harass you, but they don't care
- The person's conduct causes you to reasonably fear for your safety or the safety of someone you know. Your fear has to be reasonable. The person does not have to realize that their conduct is scaring you for it to be criminal harassment.

A person can be stalking even if they don't physically hurt anyone or damage any property. The law is designed to protect psychological, emotional, and physical safety. Stalking may start with conduct that seems more annoying than dangerous. Often, the conduct is legal and even socially acceptable, if it's just an isolated incident. But when it's repeated, it may scare the victim. Conduct such as following someone, or sending gifts or letters, may become intimidating if done continually and against the person's wishes.

Implementation Date  
1 September 2010

Last Revision Date  
15 Oct 2021

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**Sexual Exploitation** Sexual exploitation is the sexual abuse of children and youth through the exchange of sex or sexual acts for drugs, food, shelter, protection, other basics of life, and/or money. Sexual exploitation includes involving children and youth in creating pornography and sexually explicit websites.

### Jurisdiction

The Fraser Education Inc. Sexual Violence and Misconduct Policy will be triggered if all of following criteria are met:

- Both of the parties (the Complainant and the Respondent) are students, administrative or instructional staff, guests or visitors
- The last incident of alleged misconduct occurred within the preceding six (6) months.
- The behaviour occurred in the context of a FEI or WMI related activity (e.g. on FEI/WMI property or at a FEI/WMI sponsored event)
- The behaviour, if true, would constitute a contravention of the Policy by meeting a definition of Sexual Misconduct as stated in the policy

### Procedural Fairness

Fraser Education Inc. will deal with allegations of Sexual Misconduct in a procedurally fair, unbiased and timely manner. Complainants and Respondents shall be advised of the procedures available to them and will be provided with a copy of this Policy.

The Parties shall be advised of the allegations and responses of both the Complainant and Respondent and shall be accorded reasonable opportunity to provide comments in support or defense of their own positions. Both the Complainant and Respondent have a reasonable right to respond to any information gathered during the investigation that will be utilized in determining a finding of Misconduct/Harassment or No- Misconduct/Harassment.

For a complaint to be considered under this Policy, it must be submitted within six (6) months of the date of the last alleged incident of Sexual Misconduct. The Campus Director may consider an extension to file a complaint past the six (6) month limit, if reasonable grounds for such an extension exist in extenuating circumstances.

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## Disclosure and Reporting Options

Complainants have the following disclosure and reporting options, available both on and off campus, and may choose any of these options or any combination of the available options.

- **No Report:** the Complainant may wish to disclose sexual violence in order to seek emotional support, medical support, or advocacy, but may not want to report to police or other campus authorities. Subject to certain limited exceptions, this decision should be respected and the Complainant should still be offered support services.
- **Report to Police:** the Complainant may wish to make a police statement, which would generally be followed by a criminal investigation. An appointed campus employee can accompany the Complainant if requested or Fraser Education Inc. can contact a community-based victim support worker to support and accompany the Complainant.
- **Third Party Report to Police via Community Victim Service Agency:** the Complainant may wish to make an anonymous Third Party Report through a community-based victim support worker; reports are sent to police by an intermediary agency and provide detailed information about the incident and the Respondent, but do not include the name or contact information of the Complainant. A Third Party Report is not in and of itself a police investigation; it is an option of last resort for the Complainant who would not otherwise provide information to the police but who may want to access support and let the police know of a sexual predator in order to protect others.
- **Medical Assistance / Forensic Medical Exam:** it is advisable for anyone who has experienced a sexual assault to seek medical attention to address possible physical injury, pregnancy and/or sexually transmitted infections. The Complainant will be referred to the nearest hospital and to be connected with a sexual assault response worker or advocate who can provide support and can accompany her/him to the hospital. The Complainant will be informed of the need to collect any forensic samples while he/she decides whether or not to report the sexual assault to police. Forensic samples can be collected and stored for up to one year while the Complainant decides whether or not to speak with the police.
- **Formal Complaint to College:** the Complainant may wish to make a formal report to Fraser Education Inc., precipitating FEI's Sexual Misconduct process if either the Complainant or Respondent is a student, administrative or instructional staff, visitor or guest to Fraser Education Inc. or Western Maritime Institute. The Complaint Procedure process is outlined below.

## Interim Relief

Fraser Education Inc. may take whatever interim measures deemed necessary to protect its community, pending the completion of an investigation into a Sexual Misconduct complaint. Such measures may include, but are not limited to:

- No-contact between the Complainant, Respondent, Witnesses or other parties
- Ordering the Complainant, Respondent, Witnesses or other parties to cease and desist from engaging in a particular type of behaviour

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- Restricting access to a specific campus or specific areas of campus
- Suspending one or both of the Parties from Fraser Education Inc. pending investigation
- Reassignment of supervision/assessment duties in cases where the Respondent is an instructor or employee

Specific conditions to be included in the interim provisions will be dependent upon the circumstances of each case and the level of risk to the Complainant. All parties will be advised that the interim protection provisions, implemented by Fraser Education Inc., are not to be confused with a legal protection order obtained through the Criminal Justice System.

## Confidentiality and Anonymity

Allegations of Sexual Misconduct may require the disclosure of sensitive and personal information, which is protected from unauthorized disclosure by applicable privacy legislation. In order to encourage persons who have been subject to Sexual Misconduct to come forward, and to protect the rights and reputations of the Complainant and the Respondent throughout the investigation process, Fraser Education Inc. will attempt to ensure that confidentiality is maintained except where disclosure is necessary for the purposes of investigating and resolving the complaint or where required by law.

Confidentiality must, however, be distinguished from anonymity. If a Complainant wishes to proceed with a Formal Investigation by Fraser Education Inc., procedural fairness requires that the Respondent be made aware of the nature of the complaint, including the identity of the Complainant.

All parties and witnesses to a complaint will endeavour to maintain confidentiality throughout the Formal Investigation procedures. Investigators will stress the confidentiality of the investigation with all persons involved in the process, including the Complainant, Respondent and Witnesses. Individuals involved in the investigation process who are found to have breached confidentiality may be subject to discipline.

The limits to confidentiality will be outlined to the Complainant as soon as possible after disclosure. The Complainant will be advised that privacy rights are not absolute and Fraser Education Inc. may be required to take immediate action, such as contacting the police, in relation to a disclosure of Sexual Misconduct or violence in the following circumstances:

- There are reasonable grounds to believe that others in Fraser Education Inc. community may be at significant risk or harm based on the information provided
- An individual is at imminent risk of severe or life threatening self-harm
- An individual is at imminent risk of harming another person
- There is a legal requirement to report
- There is a requirement to comply with a court order for release of information

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Fraser Education Inc. has the authority to make the decision to release information without consent in the above circumstances. If a decision is made to release information without consent, only information relevant to the health or safety concern in question will be released. The Complainant will be informed of any decision to release personal information.

Subject to the exceptions listed above, consent from the Respondent would be required before this information could be disclosed further by the person receiving the disclosure or report. Provincial privacy laws allow such information to be shared without consent in the following circumstances:

- If there are compelling circumstances that affect anyone's health or safety
- To assist in an investigation or in making a decision to start an investigation
- If the disclosure is for the purposes for which the information was originally collected and the disclosure is necessary for these purposes

In some instances, Fraser Education Inc. may need to alert rest its community to incidents or potential threats by sexual predators. These alerts will be communicated in multiple formats and media to ensure accessibility by all members of the Fraser Education Inc. community. The alerts will not identify the Complainant but will include the following information:

- Date and time that the disclosure or report was made
- Fraser Education Inc. employee to whom the disclosure or report was made
- Date and time that the incident occurred
- Location where the incident occurred
- Information about the incident
- Non-identifying information about the perpetrator (i.e. gender, approximate age, ethnicity, height, weight, hair colour, eye colour, what the perpetrator was wearing, distinguishing marks)
- Information on how to access support services

## Complaint Procedure

### 1. Initial Consultation: Campus Director

A member of Western Maritime Institute's community who feels he or she has experienced or witnessed Sexual Misconduct and is considering a complaint process is encouraged to discuss the matter with the Campus Director. The Campus Director will engage in a confidential discussion regarding the Complainant's options, and provide the Complainant with information and guidance regarding:

- Whether the behaviour(s) in question may fall within the definition(s) of Sexual Misconduct under this Policy
- Possible procedures and options available to the Complainant under this Policy or under alternate Policy or process (as appropriate)

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- Where a Complainant wishes to pursue a formal complaint, he/she will be referred to the appropriate individual as provided in the Policy
- Available support for the Complainant both on and off campus

The Campus Director does not determine whether behaviours are Sexual Misconduct; the Campus Director only confirms that behaviours as described by the Complainant may constitute Sexual Misconduct. Only a Formal Investigation can determine whether Sexual Misconduct has taken place.

The Campus Director works with the Complainant, providing options for the Complainant to deal with presented behaviours.

The Campus Director will maintain confidentiality of this discussion. However, if the Complainant claims that the Sexual Misconduct involves violence, the Campus Director must report the situation to the Vice President of Fraser Education Inc. who will investigate and may encourage the Complainant to report the situation to the police, following one of the reporting options set out above. A Complainant is not precluded from reporting to police if they have reported the Complaint to Fraser Education Inc..

If the Complainant, after initial consultation, wishes to proceed to a formal complaint of Sexual Misconduct under the Policy, the Campus Director may provide advice on the necessary elements for a Request for Formal Investigation.

## 2. Informal Resolution

If a Complainant wishes to pursue further actions after an initial consultation with the Campus Director and the Misconduct and/or harassment behaviours are subject to process under this policy, he/she may first seek Informal Resolution. Informal Resolution is not mandatory and may not be appropriate for all manner of Sexual Misconduct. The Complainant may choose to proceed immediately to Formal Resolution.

If the behaviours are student-to-student and classroom based, the Complainant may request that the Instructor, Campus Director, or Chief Instructor intervene to address the Misconduct or harassment behaviours and take action as appropriate to the situation.

Where Misconduct or harassment behaviours are not student-to-student/ classroom based or faculty intervention is not appropriate or possible, the Complainant may seek Informal Resolution through the Campus Director. When the Campus Director receives a verbal or written complaint of Sexual Misconduct, he/she will follow-up on such allegations in a timely manner including informing the Respondent of the Complaint and providing a copy of this Policy. Such follow-up may involve attempting to facilitate a mutually agreed-to resolution between the Complainant and Respondent, applying appropriate College Policy or procedures, and/or taking appropriate preventative, disciplinary or remedial measures. Disciplinary actions may include but are not limited to:

- Warning or reprimand
- Referral to educational or psychological services;



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- Restricted/no access to specific areas of Western Maritime Institute or to a specific campus
- Suspension/expulsion from specific classes and/or from Fraser Education Inc. and/or Western Maritime Institute

Where the complaint is against a Campus Director or Chief Instructor the request for Informal Resolution would be directed to the Vice President of FEI. Where the complaint is against the Vice President of FEI, the request for Informal Resolution would be directed to the CEO of FEI. Where such complaints involve a College employee, the Campus Director will consult with the Vice President.

Where the Vice President determines that the Investigation of the allegations of Sexual Misconduct may result in serious consequences for Fraser Education Inc., he/she will consult with the CEO to determine if the complaint resolution process should move directly to a Formal Investigation.

### 3. Formal Investigation

Where the Complainant wishes to pursue Formal Investigation and both Complainant and Respondent are students, the Complainant must submit a written and signed request for Formal Investigation, to the Campus Director. Where the complaint involves a College employee as Complainant or Respondent, a written and signed request for Formal Investigation must also be submitted to the Campus Director. Where the complaint is against the Campus Director or Chief Instructor, the request for Formal Investigation would be directed to the Vice President of FEI. In all cases of Formal Investigation request, the Vice President of FEI will name a designate to fulfill the role of initiating an investigation as described below:

- The Vice President will review the merits of any complaint that falls under the provisions of this Policy and determine that it falls under the provisions of this Policy and make arrangements for Formal Investigation, including whether an Internal or External Investigator should be appointed.
- Where the complaint moves to Formal Investigation under College Policy, an Investigator will be appointed. Every effort will be made to do this within five (5) working days of the complaint being received by the Vice President.

The appointed Investigator will ensure that both the Complainant and the Respondent are aware that a Formal Investigation has commenced, and that each has a copy of the Sexual Misconduct Policy.

The Investigator will receive information from the Complainant, the Respondent, and any other individuals whom the Investigator believes may have information relevant to the complaint.

Information may be received through written documentation, and/or interviews. The Investigator will ensure that both the Complainant and the Respondent are aware of the positions of the other, and of any allegations made against them, and are given a reasonable opportunity to respond.



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Where an Investigator conducts interviews, the Complainant and the Respondent may request that a support person be present. This person will act as an observer/support and will not participate in the proceedings. An interpreter for either or both the Complainant and Respondent (where either or both parties have English as a second language) may be provided by the Investigator.

After completion of the investigation, and within ten working days, the Investigator will complete a written report, including a copy of the written complaint and findings of fact, and submit the report to Fraser Education Inc.'s Vice President. The report will state a positive or null Finding of Misconduct/Harassment based on the balance of probabilities and may include recommendations for resolution of the complaint and/or for remedial or disciplinary action.

Fraser Education Inc. reserves the right to initiate an independent investigation of Sexual Misconduct if sufficient cause has been demonstrated to warrant such action.

#### 4. Formal Decision

After reviewing the Report of the Investigator, Fraser Education Inc.'s Vice President will make decision(s) on findings of Sexual Misconduct and on appropriate actions in the circumstances.

The Vice President's decision will be rendered, in writing, to the Complainant and Respondent as soon as possible but in any case within ten (10) working days of the receipt of the report of the Investigation. The Vice President will provide a summary of the findings of the Investigator with his/her decision to the Complainant and the Respondent.

Where the Vice President finds that Sexual Misconduct has occurred, disciplinary decisions may include, but are not limited to:

- Warning or reprimand
- Referral to educational or psychological services
- Restricted/no access to specific areas of Western Maritime Institute or to a specific campus
- Suspension/expulsion from specific classes and/or from Fraser Education Inc. and/or Western Maritime Institute
- Disciplinary action up to, and including, termination of employment

Where the Vice President finds that Sexual Misconduct has occurred, Fraser Education Inc. will endeavour to protect the Complainant from any subsequent harassment, discrimination or reprisal, within Fraser Education Inc.'s jurisdiction.

Where the Vice President finds that the complaint was frivolous, vexatious or vindictive in nature, he/she may take appropriate disciplinary action against the Complainant.

A copy of the Investigative Report and the Vice President's decisions will be placed in a confidential file maintained by Fraser Education Inc. head office for a period of five years.

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1 September 2010

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15 Oct 2021

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College practices/procedures that may be deemed to be discriminatory, or other proactive steps to ameliorate existing conditions.

## 5. Appeal

If the Complainant or Respondent feels that appropriate process was not followed or that this Policy was incorrectly applied he/she may appeal the decisions of the Vice President of FEI to the CEO of FEI. The appeal must be submitted in writing within ten (10) days of the decision being received by the Complainant/Respondent and must provide specific grounds for the appeal, describing how the Policy was incorrectly applied and/or due process was not followed. The appeal will deal with appropriateness of process or disciplinary decisions and will not reconsider the original complaint.

If Fraser Education Inc.'s Vice President's decision results in disciplinary action against a College employee, that employee shall have access to appropriate College appeal processes.

## Training and Education

Fraser Education Inc. will ensure that Sexual Misconduct education and training, including prevention, responding to disclosures, bystander intervention and making effective referrals to local community-based response services, is provided to the Campus Director, Chief Instructor, Vice President of FEI, CEO of FEI, appointed Investigators and all potential first responders.

Fraser Education Inc. will initiate and maintain a program to ensure that members of Fraser Education Inc. community are made aware of this Policy, are educated on the scope of Sexual Misconduct and that information and materials regarding sexual health, safety and community-based resources are displayed and made readily available to members of the campus community.

## Alcohol and Drug Policy

Implementation Date  
1 March 2017

Last Revision Date  
08 July 2021

Position(s) Responsible  
All Members of the FEI Community

Authorized by  
Vice President, FEI

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Being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries. The aim of this policy is to ensure the safety of all students and staff by having clear rules in place regarding use and possession of alcohol and drugs. This policy applies to all students and staff whether they are taking courses on or off campus.

1. No Student, employee, worker or contractor shall –

- a) report or try to report for work/class when under the influence of alcohol or drugs (whether illegal or not);
- b) consume alcohol or illegal drugs during working/class hours on or off Western Maritime Institute's premises;
- c) supply others with illegal drugs in the workplace;
- d) supply others with alcohol in the workplace during work hours;
- e) possess or deal in illegal drugs on Western Maritime Institute's premises. Any such activity will, without exception, be reported to the Police.
- f) despite the legalization of marijuana in Canada on October 17, 2018, no employee, worker or contractor shall consume or supply others with marijuana in any form in the workplace;

2. In addition, students, employees, workers or contractors must –

- a) ensure they are aware of the side effects of any prescription or non-prescription drugs;
- b) advise a member of the management team immediately of any side effects of prescription or non-prescription drugs, which may affect work performance or the health and safety of themselves or others, for example, drowsiness; and
- c) ensure that the use of prescription and non-prescription drugs do not interfere with the ability to safely perform work or teaching duties.

When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for work, class or during the course of work/studies, they must be dismissed immediately.

Implementation Date

1 March 2017

Last Revision Date

08 July 2021

Position(s) Responsible

All Members of the FEI Community

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3. Western Maritime Institute also reserves the right to impose drug and alcohol testing on employees and contract instructors where management feels there is reasonable cause, a reasonable suspicion of impairment or a significant incident or “near-miss” of an accident.
4. Contravention of these rules is gross misconduct and Western Maritime Institute will take disciplinary action for any breach of these rules, including and up to summary dismissal.
5. Western Maritime Institute will endeavour to ensure that advice and help are made available to any employee who feels they have a problem with alcohol or drug misuse. The employee will be encouraged to seek help from their Family Doctor. Western Maritime Institute may request that the employee takes a temporary leave from work or undertakes restricted duties to ensure their own safety and that of others and additional time off may be allowed (normally unpaid) for the employee to obtain treatment or attend support groups.

\*Whether an employee is fit for work is a matter for the reasonable opinion of management.

## Student Withdrawal Policy

### Implementation Date

5 January 2015

### Last Revision Date

08 July 2021

### Position(s) Responsible

Admissions Advisors and Campus Director

### Authorized by

Campus Director

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1. If a student decides to withdraw from a program, they must provide a dated, written, notice of withdrawal to the Campus Director. Refunds are calculated according to Western Maritime Institute's Registration Fee and Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing. (Ref. page 17)
2. An international student whose application for a study permit has been denied is entitled to a refund under PTIB bylaw 38.3, as follows:  
If an international student's Study Permit application has not been completed by the start date identified in the Western Maritime Institutes (WMI) Letter of Acceptance and the student so notifies the WMI, at the request of the student, WMI may issue an additional Letter of Acceptance for a later start date. In such a circumstance, WMI will charge the student an additional \$200 administrative fee and retain the balance of the prepaid tuition fees pending the outcome of the Study Permit application.
3. WMI may retain the lesser of 10% of the total fees due under the contract or \$400.00 for international students who are denied Study Permit authorization from Citizenship and Immigration Canada.
4. Students denied a Study Permit must provide WMI with a copy of the denial letter 30 days prior to the program start date as set out in the institution's most recently issued Letter of Acceptance.
5. Should a student fail to advise WMI, or choose to withdraw for other reasons, WMI's refund policy will apply.
6. Refunds owed to students to be paid within 30 days of WMI receiving a copy of the Study Permit denial letter.