

The Canadian Beauty Academy
STUDENT HANDBOOK

REDKEN

5 T H A V E N U E N Y C

Welcome to TCBA,

I would like to take a moment to welcome you to The Canadian Beauty Academy. I, alongside our team look forward to working with you over the duration of your program.

It is our goal for you to leave your program feeling confident in all the skills that will be introduced to you.

Throughout your duration with us,

-You will experience instructor led hands on training that support industry expectations.

-You will engage in career developing education with the guidance and support of a dedicated team.

-You will receive challenging curriculum content and the opportunity to develop in depth understanding of your chosen trade

-You will receive the tools necessary for you to begin your career and succeed

Your commitment and dedication as a student will ensure your success in your program of choice.

I look forward to being a part of your educational journey.

Sincerely,

Perla Yu

Director

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MISSION STATEMENT

The Canadian Beauty Academy's mission is to graduate highly trained professionals who are prepared to work in 21st Century Salons and Spas. We are dedicated to keeping our educational quality at the highest standards. We prepare our students to pass the provincial licensing exam and to join the workforce by offering education that aligns with industry requirements. Systems and programs are continually updated to stay abreast with our changing industry and to accelerate our student's success.

GRADUATING PROFESSIONALS ONE STUDENT AT A TIME!!

REGULATORY INFORMATION

The Canadian Beauty Academy is a recognized private vocational institution according to The Private Vocational Institutions Act, Manitoba Regulation 237/02.

PRIVACY POLICY

The Canadian Beauty Academy collects personal information from our students in the regular course of doing business. This information is kept and protected via current industry-standard information security methods.

STUDENT POLICIES AND PROCEDURES

Academy policies are important to your success and are a condition of your enrollment. The Academies policies serve as a plan of action designed to influence and determine decisions and actions throughout your training. Academy policies and procedures are subject to change. Each student is expected to abide by all Academy policies and procedures as agreed upon in the student contract.

LEARNING

Subjects being taught are reviewed and updated frequently. Academy educators have resources available to adjust to different learning styles.

CONDUCT

While at The Academy choose your words and actions carefully. Swearing, improper language, inappropriate outburst, arguing or slandering Academy staff or students will

not be tolerated and may result in a suspension or dismissal. Professional conversation is to be had with the clients, staff and fellow students at all times.

CLIENT COMPLAINTS

Never shy away from a client complaint. A customer with a complaint creates an opportunity for you to satisfy them. If a client approaches you with a complaint, no matter how unpleasant the client may be, you must always remain positive and professional. If you are not able to resolve the complaint the matter should be directed to the educator in the salon area. Remember, complaints are part of your training process. As a graduate you will be dealing with these situations and it is best to utilize them as learning experiences.

HOURS

The Academy hours are assigned by the program taken, all full time programs run 35 hours a week, 7 hours a day with a 30 minute lunch break. Your schedule is part of the enrollment agreement and is subject to change. Winnipeg's campus holidays include the following:

HOLIDAY	DAY OBSERVED
Canada Day	July 1st
Civic Holiday	1st Monday in August
Labour Day	1st Monday in September
National Day for Truth and Reconciliation	September 30th
Thanksgiving Day	2nd Monday in October
Remembrance Day	November 11th
Christmas Eve - New Years Day	December 24th - January 1st
Boxing Day	December 26th
Louis Riel Day	3rd Monday in February
Good Friday	Friday before Easter Sunday
Victoria Day	Monday preceding May 25th

Should there be a need for an emergency closure the Academy will communicate details to the students via e-mail.

PARKING

Parking is free for all students. Please park in any non-marked spots first. TCBA marked spots are reserved for clients allowing student salon training area guests' closer accessibility into The Academy. Extra parking can also be found across the street.

LOCKERS

You are provided with a locker to use while you are enrolled at The Academy, however, it is up to you to bring/buy your own padlock. There will never be more than one student assigned per locker. Your locker is storage for your personal belongings including bags, purses, cell phone and student kit. It is your responsibility to keep it clean and free of open food or drink. Items may not be stored on top of the lockers. The Academy is not responsible for stolen or lost items.

Upon completion of the program the student is responsible to clean and wipe down the locker, failure to do so may incur a \$25 clean-up/sanitization charge.

Padlocks can be bought at places like Walmart or the Dollar Store.

The lockers can be subject to random searches

TEXTBOOKS, KITS, EQUIPMENT

Your kit includes tools that will be used to practice your skills on guests, therefore need to be with you in The Academy at all times. If an item is lost or stolen you are responsible for the replacement cost. The Academy is not responsible for any lost or stolen items. Kit items with a manufacturer's defect will be replaced by the manufacturer unless it is determined the damage was done by improper care of the tool. Borrowing is discouraged. Kits can be stored in your locked locker to prevent theft. Your textbooks are part of your kit and serve as a personal and professional library. The work area serves as your equipment; therefore, it must stay clean/sanitized at all times. You will be responsible for daily sanitation duties of all work areas. Students failing to have their kit supplies will be sent home to retrieve these items, clocking out and losing program time.

Upon completion of the program students' stations must be fully cleaned, failure to do so may incur a \$25 clean up/sanitization charge.

BREAKS

Students are provided with a 30-minute lunch break. All eating and drinking should be done in the student break room. Beverages are required to be in a spill proof container

and are permitted in the classroom and or salon training area. No food is allowed in the classroom or student salon training area. No smoking or use of e cigarettes is allowed in The Academy. If you smoke/vape, you must take your breaks outside in the designated smoking area 8 feet away from the Academy entrance. Smokers/Vapers should have mouthwash, breath mints, etc and body spray to ensure your uniform does not smell of smoke. Educators must be notified when students are taking a break or stepping away. Additional breaks taken will result in lost time and an occurrence unless approved by the educator.

PHONE USAGE

One of the basic concepts when employed in a salon is that a client should have your full attention during a service and an employer during working hours. At TCBA we train our students to a higher standard of professionalism preparing you for employment in the industry. Academy phones are not for personal calls. Cell phone usage in the classroom and student salon training is prohibited. Personal cell phone use is restricted to break time, unless approved by the educator. Cell phones must be silenced and in lockers during class hours and salon training hours. Students may be asked to hand in their cell phone during class or to place it in their locker until they are on break or have completed their scheduled hours.

INTERRUPTIONS

Students are not to interrupt other students or educators while class is in session. Please stay in the classroom or student salon training area where you are assigned for the day. Refrain from interrupting fellow students while they are working on clients or project sheets. Our educators work on a SSTA rotation and will return to your station once a full rotation has been made.

GRADING / INCOMPLETES / INADEQUATE GRADES

The Academy requires an overall 70% or above grade average. Grades consist of chapter tests (20% of grade), unit tests and final exams (30%) student salon training area assessments (50% of grade). When absent on the day of an exam, it must be made up within one week of the student's return. After this a zero will automatically be given. Make-up exams may be taken on the student's own time or during class time if an educator is available to monitor. Incompletes may be given for unfinished projects or assignments in the classroom or student salon training area. If you are making every attempt to learn a skill or subject but struggle with meeting the 70% grade average, additional time may be given to complete the work successfully. Your Educator will work with you to determine how long you will have to complete the work.

Students have the opportunity for a rewrite of chapter tests while in foundations. The final grade listed leaving foundations will be the final grade on record. Students may have the opportunity for 1 rewrite on unit exams, the higher grade of the two being taken as the final grade. Rewrites are NOT available for Final Practical and Theory exams.

Grades are given for classroom theory and practical work, project sheets and salon area performance. A student must be at 70% or higher in theory and practical work to graduate with a diploma. Students receiving a grade of 50% or less may warrant being removed from the Student Salon Area and returned to theory. Over contract fees may apply. Students with a GPA and Attendance of 90% or above will graduate with a diploma of excellence.

The Salon Area grading scale is based on a 10-step grading process:

a grade of 1,2 or 3 will be given for each step.

Please note a zero can be given if the student has not completed any of the process.

1= BEGINNER

Student has completed the task with 50% or more guidance, has a vague understanding but is inconsistent in skill level with multiple errors.

2=INTERMEDIATE

Student has completed the task with 20% or less guidance, is able to describe the technique with minimal prompting & technical errors and is close to industry standard.

3=ADVANCED

Student has completed the task alone with educator supervision, is able to communicate technique with no prompting, timing, and skill at industry standard.

An incomplete will be given in each step for refusal of a guest or service.

Students are given project sheet booklets to complete a week prior to graduation. Project sheets are graded with a percentage based on the number of items assigned. For example, 10 Pedicures, if a student is to complete 5 of the 10 a 50% grade would be assigned as their final grade.

EQUITY IN THE CLASSROOM

Our students and educators are assured the right to train in an environment free of conduct and comments that are sexually offensive, bullying, degrading, or inappropriate. Any organization that permits sexual harassment, and any individuals who harass, are subject to strict and substantial legal liabilities for such conduct under provincial and federal laws. The Canadian Beauty Academy will not condone violations of employees and students' rights to be free of harassment. Any form of harassment or violation of the human Rights Code will be grounds for dismissal from the program.

FALSIFICATION OF RECORDS

Falsifying, altering, or misrepresenting an educational document including but not limited to, a transcript, Weekly grading sheet, Project sheet or any other material relevant to admission or academic performance may result in denial of admission or permanent suspension from the Academy.

WARNING / PROBATION / SUSPENSION / TERMINATION

You may be placed on probation, suspended or terminated for poor performance, absence, tardiness, lying, stealing, cheating, bullying, sexual harassment or in violation of any Academy policy. If you are placed on probation or suspended, you will be advised on what you will need to do to correct the problem. It is the intention of The Academy to prepare you for a public service career.

If you fall below a 70% grade average at any checkpoint of training, you may be placed on a probation period per the academic probation policy until you raise the grade attendance average.

COURSE INCOMPLETES AND REPETITIONS

Course incompletes and repetitions will have an effect on the student's SAP but have no effect on The Academy's Satisfactory Academic Progress Policy in regard to 70% grades and 95% attendance requirement. Transfer hours / credits that are accepted from another institution will count as both attempted and completed hours / credits and as such will be included in the students SAP calculations. Inadequate grades may indicate a lack of student ability or motivation. When a student is struggling in one or more areas of study or skill level, the educator will advise the student on how the deficiency can be successfully completed and determine a deadline for the work to be completed satisfactorily. The student will be notified immediately after a grading period of how the deficiency can be successfully completed. Students may receive an incomplete from an educator when the student is attempting to learn a skill or subject but needs additional time to complete the work successfully. Students will be given

timelines to complete the work and a description of the work yet to be completed. Quantitative and qualitative standards used to judge academic progress include all periods of the student's enrollment.

PROJECT SHEETS & ASSIGNMENTS

Students will be assigned chapter reading and workbook assignments in foundations, chapters must be completed the evening prior. Students with incomplete workbooks will be given an incomplete and may be asked to complete the assignment before returning to class. Assignments not being complete may lead to students being held back. Students have until the last day of foundations to submit any assignments or redo's.

Before entering the student salon training area, the student will receive a project booklet that must be completed and handed in the week prior to graduation. The projects will consist of skills learned throughout their training. The projects can be completed on mannequins, guests and students.

An educator will mark off the projects when they are successfully completed. When the project is successfully done the student receives a complete and the educators will mark it by placing their initials and a grade of 1, 2 or 3 in the appropriate area on the grade sheet. If the project does not get completed at the level of their capability or to the educator's satisfaction the student will be required to redo the task. Students are required to service clients for their duration of time in the program even if their project sheet booklets are complete. Every client is a learning opportunity for the student and a chance to hone their skill enabling them to succeed in the workforce.

The student must complete all projects assigned before graduating and a diploma is issued.

- Students are responsible for social media advertising to obtain clients.
- Students may complete these projects on clients, fellow students or mannequins. • Students who opt to have project sheet services performed on them must pay the service charge at the 50% discounted rate
- Students may only perform required items needed for completion of project sheets on fellow students while on school time all other services must be scheduled around school hours.
- Students working on fellow students are required to perform the service as they would on a client and are graded on the service performed (service ticket completed, consultation, educator checks)

- Permission must be granted by an educator for a student to model for another
- Students must be caught up on personal project sheets in order to model
- Students are not permitted to receive multiple services per day
- Students must have permission from all educators in order to receive a service
- Students may be approved to model with no service charge, for practical training classes
- Color, Color Correction, Lash extension, Artificial Nail & Conditioning Treatment services are to be done on off time (students receiving these services have the option to clock out for these services with the understanding they are responsible to make-up the lost time)

PROBATION AND ACADEMIC SUSPENSION

When the student reaches each checkpoint of training, each student's cumulative SAP will be checked. The student and educator will sign the student's report card to verify the student's cumulative SAP. At these checkpoints the student must have completed the required hours between checkpoints within the required number of weeks pursuant to the chart below. Additionally, the student must maintain an 70% grade point average to be considered making SAP. Failure to meet minimum levels of performance as specified will result in a student being placed on either probation or academic suspension. A student placed on probation will need to discuss with the educator the possibility, if necessary, of repeating the coursework between the last checkpoints. If the student does not meet SAP by the checkpoint following probation, the student will be placed on academic suspension and will be terminated from The Academy unless mitigating circumstances are present. If repeating course work applies over contract fees may apply.

APPEAL PROCESS

If a student has a legitimate reason that a mistake has been made in the assessment of a grade received at The Academy, an appeal of the assigned grade may be prepared. A student may appeal through the Director of The Academy. The appeal must be submitted on the provided Academy appeal form. Students who choose to appeal must do so in writing no later than 5 scheduled days from when the student was informed of the grading results. The appeal will be reviewed by the Director, an educator not involved in the situation, and an administrative staff member. The student will be notified by the Director of the appeal decision within 10 business days of the

decision. All appeals are final. All appeal related documents will be kept in the student's file.

TIME CLOCK

Student hours are recorded daily using the electronic time clock. Students will clock in at the beginning of your scheduled start time and at your scheduled stop time. Students can clock in up to 15 minutes before the scheduled starting time, allowing preparation time for class or clients. Attendance is taken by the educators during morning and afternoon huddles. If you are not in class or the salon area at scheduled start time you will be considered late. If an error has occurred while clocking in or out, seek an educator for assistance.

- When clocking in/out wait to see the green checkmark along with your name, indicating a positive clock in/out
- You will have a grace period the 1st week in Foundations to get comfortable with the scan system.
- On the occurrence of forgetting to clock in/out a student must clock in/out immediately upon remembering and hours will be given from that clock in/out point.
- Students forgetting to clock in/out will be granted hours if proof of attendance is available.
- Students must always have their scan card on their person and must purchase a new card if lost or stolen at a charge of \$10. Receipt of purchase must be shown to admissions for reprint process.
- Students must be clocked in and ready for clients or class at start time.
- Clock-ins prior to 9am or 1pm start time will not be accumulated in course hours

GRADUATION

Diplomas and transcripts are awarded to students who have met the following graduation requirements:

- Successful completion of each course in their program.
- Successful completion of their program with an overall average of 70% in Theory AND 70% in Practical or higher.

- Successful completion of the program's practicum and submission of all associated documentation, as required.
- Tuition paid in full and/or is in good financial standing with The Canadian Beauty Academy 1 week prior to graduation.
- Honours will be awarded to graduates with an average of 95% or higher with no individual course mark under 80%.

Diplomas and transcripts are available to students approximately four weeks after the last day of their program provided that the student has successfully completed all graduation requirements and given that the student is in good standing with The Canadian Beauty Academy.

Additional copies of transcripts and diplomas may be requested for a fee of \$25 per document.

On the students last day of school, the students will be given the opportunity to have cap and gown pictures taken and are given 1 ½ hours for hair and make-up to be completed.

The Canadian Beauty Academy has a bridge ceremony with all students and staff. The graduating student is encouraged to invite family and friends to attend.

OVER CONTRACT HOURS

Extra tuition charges will be assessed if you exceed your contracted graduation date. Students are given 5 days past their contracted graduation date to complete any missed time. Over contract fees are calculated 5 days after the student's contract graduation date expires. Payment arrangements must be agreed upon by the Academy and the student at that time. All over contract fees must be paid in full at the signing of the OCF contract prior to completion of hours. Over contract fees does not negate any current payment plans for tuition. Over contract hours must be completed by the maximum time frame to complete the program as listed in the Satisfactory Academic Progress Policy. If these over contract hours are not completed with a grade and attendance minimum of 70% within the maximum time frame, the student will not be eligible for a diploma. Coaching sessions and personal tracking of absent days will aid in keeping you on track for graduation.

ATTENDANCE & TARDY POLICY

PLEASE REFER TO THE ATTENDANCE POLICY HANDOUT

Daily attendance is the responsibility of each student. Expectations are for students to attend their full contracted schedule and to complete all provincial mandated training. All absences, late arrivals and early departures will be recorded and factual information provided to all funding agents.

Behavior communicates attitude. Be prompt! In order to continue your enrollment at The Academy you must abide by the following absence policy that corresponds with the course in which you are enrolled.

The student may not exceed the maximum time frame allowed to complete the program in accordance with the Student Satisfactory Academic Progress Policy. If the student exceeds the maximum completion time frames permitted for attendance or does not reach 70% grades within the maximum time frame, the student will not be allowed to graduate from the program. **Students absent 10% or more of their program hours within the first 2/3 of their program will be withdrawn.** Educators may not be available for tutoring if a student has a high absenteeism.

Salon Training Area Students failing to be in attendance within the first hour of a scheduled shift will not be allowed entrance until the return from lunch break to decrease the interruption in the classroom and salon area.

Exceeding any of the absence limits below will result in the student dismissing himself or herself from The Academy.

ABSENCES

The following is considered an absence and will be taken into account for the total absences the student is allowed according to their program as per TCBA standard and/or the PVI Act. Upon reaching the TCBA standard of Absenteeism the student will be put on probation. Students are given the opportunity to make up time throughout their course and have a grace period of 5 days (35 hours) after their contract date to complete all missed time. Consequences of accumulated absents, occurrences and failure to show can result in make-up hours being revoked.

TCBA Absences are as follows:

- Any absence where the student was not in attendance during their scheduled shift.
- Any absence that results from a suspension due to 5 previous occurrences as outlined below
- Any absence where the student is absent for more than 2 hours (without a doctor's note)

- HAIRSTYLING the student cannot be absent for more than = 10 Days before being put on probation
- ESTHETICS the student cannot be absent for more than = 8 Days before being put on probation
- SKIN TECHNOLOGY the student cannot be absent for more than = 5 Days before being put on probation
- NAIL TECHNOLOGY the student cannot be absent for more than = 4 Days before being put on probation
- Five (5) consecutive class days absence without notification to the Academy will result in immediate withdrawal and notification sent to funders
- Ten (10) consecutive class days absence from the Academy, even with notification, will be considered a withdrawal from the program

PVI ACT (10% of program)

- Hairstyling: the student cannot be absent for more than 10% of 1400 hours
- Esthetics: the student cannot be absent for more than 10% of 1200 hours
- Skin Tech: the student cannot be absent for more than 10% of 800 hours
- Nail Tech: the student cannot be absent for more than 10% of 420 hours

Visual Guide:

Program	Total Program Hours	10% in Hours	10 % in days	Days allowed missed before put on probation
Hairstyling	1400	140	20	10
Esthetics	1200	120	17.5	8
Skin Tech	800	80	11.5	5
Nail Tech	420	42	6	3

ALL ABSENCES COUNT AS MISSED TIME AND NEED TO BE MADE UP

If a student finds it necessary to be absent, the absence must be reported one of two ways:

- Requesting time off in advance for prior known upcoming absence by completing an Attendance Adjustment form.
- Call in according to the call-in policy below for an absence without prior notice.
 - Between 8 & 8:30am for the A.M. schedules.
 - Before 12:00 noon for the afternoon schedules.
 - Before 4:00pm for the halftime PM schedules.
- Students who will be an hour or more late will not be granted attendance until the next shift starts

TIME OFF REQUEST

Time off may be requested prior to the absence date by completing an absent request form. In the event a student finds it necessary to be absent and was unable to request the time off prior to the absence, it is the student's responsibility to notify The Academy of the absence by phone or e-mailing guestservices@TCBAwinnipeg.com.

Students are required to leave a voicemail message or speak with an Academy employee. This must be done to let the appropriate staff member know you will be absent as well as to reschedule any Salon Area guests you may have had.

Students are responsible for providing a date for make-up time when completing an absent request form.

For all programs: If the student is absent and does not call to notify The Academy for five consecutive scheduled days the student will dismiss themselves from the program. Academy mandated closures (holidays, weather, etc.) are not applicable to the above absence policy.

OCCURRENCES

Occurrences will be given when a student does not follow a policy or procedure set forth by The Academy. Occurrences are not specific to only attendance issues and apply to all policies. Students can be given an occurrence for behavior that is not consistent with the standard set by The Academy. Occurrences surpassing 5 can equal 1-day suspension. Suspension days will be at the discretion of the director and educators.

The following is considered an Occurrence:

- Clocking in after your scheduled shift start time (tardy)
- Returning late from meal breaks (tardy)
- Leaving the Academy property / premises during scheduled shift without approval or utilizing an absence request form, with or without clocking out
- Failure to call in to report an absence (no call, no show)
- Failure to call in to report an absence in the required time frame
- Leaving prior to your scheduled shift end time
- Refusing to perform services on guests
- Sleeping, napping, or similar behavior while clocked in
- Displaying unprofessional, belligerent, or violent behavior
- The use of cell phones in salon area or classroom during class time
- Food and drink in salon area and/or beverages in a non-spill proof container
- Eating in non-designated areas
- Surpassing allotted time for vouchers without clocking out
- Failure to follow dress code policy
- Not paying for services received
- Not respecting the policies, procedures, or direction of the educators and staff
- Not following school policies and procedures

The following situations are considered both an absence and an occurrence:

- If the student is absent and does not call to notify the Academy.
- If the student is absent and fails to follow the call-in criteria to report an absence.

Since it is the obligation of The Canadian Beauty Academy to train students and since it is the obligation of our students to be prepared to receive that training, the following occurrence policy applies to all students:

- The first occurrence will result in a verbal warning with an educator discussing the student's commitment to the program.
- 2nd, 3rd & 4th occurrences will result in an occurrence form from your educator, director or school representative
- The 5th occurrence will result in an occurrence form and can result in a suspension day chosen at the discretion of the educator, director.
- Further Occurrences can result in make-up hours being revoked for the remainder of the program and the student will be placed on probation or removal from the program

If you arrive after your scheduled shift, report to a staff member before entering the classroom or the student salon training area. Students should not plan to leave The Academy once their scheduled shift has begun except for meal breaks. Educators must be notified if a student is leaving without the completion of an absent request form and an occurrence will be given.

LATE POLICY

All late's are calculated in 15-minute increments. The following is considered a late unless otherwise approved by submitting an attendance adjustment form:

- Clocking in after the schedule start time
- Exceeding the allowed break time from class or salon area.
- Students are not allowed attendance if they cannot arrive within the hour

If you are late, report to a staff member before entering class or the student salon training area.

ADDITIONAL HOURS POLICY

Students should try and maintain 95% attendance. Should absences occur students have the opportunity to make up hours if the Academy is open on their scheduled off time. Make up time and assignments must be approved by the educator.

You can make up time in the student salon training area only if a station is available. The following constitutes a station; styling station, manicure station, pedicure station, facial treatment table, front desk, dispensary or laundry. You can make up missed classroom time if it does not interfere with your current class or student salon training area schedule. If you do not follow through with your make-up hour's commitment, you can be denied future make up hour's request and the opportunity to make-up time may be revoked.

An Attendance adjustment form must be submitted at the time of any requested absence to scheduling additional hours and it must be approved by your educator.

Students can schedule additional Hours Requests 1 week in advance.

Students may not bank additional hours in order to graduate before their contract grad date. It is the responsibility of the student to schedule any make-up time.

Students have the opportunity to make up time by coming in ½ hour early before class starts, staying ½ hour late after class ends, or staying for the full day when The Academy is open on evenings (currently Tuesdays and Thursdays). If approved, a student has the opportunity to make up 12 hours a week.

MISSED LUNCH POLICY

Students running behind with clients have the opportunity to complete a missed lunch form and receive ½ hour time for that missed lunch. Students can only complete a missed lunch form if NO other time was available to take their ½ hour break. Missed lunch forms will only be accepted on the same day as the date requested and signed off by an educator.

PERSONAL SERVICES

Students may have services performed on their off time at a 50% discount. Any services being done on school time may not exceed an hour and will be charged out to the receiving student at 50% discount. Only services being required on project sheets may be done on school time. Students may receive a service free of charge when they are requested to model for a practical class.

The following applies to all services:

- Fellow students will perform your services.
- Students may only perform those services they have been trained to do.
- The front desk support staff will schedule your service alongside your educator.

- Personal services may not be scheduled on Friday or Saturday.
- The student service provider will fill out a service ticket, have it signed and services checked by an educator. You are the guest while receiving the services; therefore, the student service provider proceeds through all the training steps and will receive grades throughout the process.
- When using a \$40 voucher or TCBA Bucks, they are taken off the full price with any remaining balance receiving the 50% student discount applied.
- NO theory class will be missed due to services & NO clients rescheduled
- Students receive a discount of 30% on product and 50% on services NO discounts on sale items.
- The services are null and void if you take a leave of absence, drop from the program or graduate.
- In the case of a REDO students will be charged for product usage.
- Students performing services not approved by an educator may receive an occurrence.
- Students rescheduling or transferring clients without approval in order to receive a service may receive an occurrence.

APPAREL CODE & PERSONAL HYGIENE

Our goal is to create a perfect professional first impression.

Because our industry engages with the public and is representative of the beauty industry, all students are to maintain a professional appearance. It is one of the major keys to gaining customer confidence. Your image, attitude and manner are left with the customer and in turn a reflection of the Academy, and later, your place of employment. All personal hygiene and cleanliness must be at a high standard. Refrain from using perfume, cologne, or fragrances. Student apparel is all black clothing, which can include The Canadian Beauty Academy “logo”.

Students will be asked to clock out and will be sent home to change if in violation of any of the above, resulting in a loss of hours.

Be creative! Add jewelry, hair accessories, or a necktie (which can be coloured)

HAIRSTYLING DRESS CODE

LOOK THE PART OF A PROFESSIONAL AND YOU WILL FEEL LIKE A PROFESSIONAL

- A name badge is provided and is to be always worn. If it is lost, you will be responsible to pay for the replacement. (It is \$10 to replace)
- Shoes must be black, clean, polished with no scuffs and black shoestrings if applicable. • No flip-flops, sneakers/runners or open toed shoes allowed.
- Knee high boots or dress shoes must be worn with leggings
- Leggings can be worn with knee high boots in the winter and dress shoes in the summer • ALL leggings must be professional and not considered gym apparel
- If Black bottoms are considered tights/leggings/jeggings hemlines of coordinating tops must reach below the buttocks
- All clothing must cover the groin & buttocks and nipples must not be visible.
- Pants must be worn no lower than the hips, no sagging, or undergarments to be shown.
- All apparel must be clean, in good shape, and wrinkle free with no rips or tears.
- All jeans must be worn with a belt
- Blue denim may only be worn on Fridays.
- All denim must be hole free with no tears
- Black tops must overlap the waistline when worn with jeans or dress pants no cleavage, no exposed bra straps.
- No tank/spaghetti straps (straps must be a minimum of 3 fingers wide)
- When student raises their arms their midsection and back must be covered
- The length of Skirts and dress shorts must be no shorter than 1” below the students’ fingertips. • Repair lost buttons, torn seams and hems immediately

- No ball caps, beanies, or toques. Hair accessories are acceptable.
- Black sweaters or cardigans may be worn, no hooded sweatshirts or sweaters.
- Nails must be clean and always manicured.

ESTHETICS, SKIN TECH & NAIL TECH DRESS CODE

- Hair must be clean, dry, and finished in a style prior to starting your shift.
- A name badge is provided and is to be always worn.
- Black medical scrubs with black footwear NO HEELS
- All clothing must cover the groin & buttocks and nipples must not be visible.
- Shoes must be black, clean, polished with no scuffs and black shoestrings if applicable. • No flip-flops or open toed shoes allowed.
- Hair tied back in a clean ponytail or bun (No messy ponytails or buns)
- Basic make-up is expected, be aware you may be asked to remove make-up for class training
- Black sweaters or cardigans may be worn, no hoodies.
- Nails must be clean and always manicured with medium length.
- Students should refrain from getting long artificial nails as they will be asked to remove them for training purposes.
- Students are asked to grow nails & body hair for the duration of the program for practical training purposes
- No lash extensions are to be worn for the duration of the program, students may be asked to remove or may have product applied to them for training purposes.
- Jewelry should be kept to a minimum. A plain wedding band is acceptable so long as it has no raised stones.

SUGGESTED CLASSROOM MATERIALS

Stationary supplies that may include highlighters, pens and pencils. Notebook for note taking. Binder to file handouts. Tablet, tool kits and clip boards with SSTA forms

FINANCIAL

TUITION – Tuition payments are due according to the payment schedule arranged with the students' Funders or the student themselves at the beginning of the program. The student understands the conditions/criteria of available sources of funding, bursaries and loans that have been explained to them by the Academy's admissions department. By signing The Canadian Beauty Academy's contract, the student agrees to adhere to the criteria required from their funding agents, to the conditions of their bursaries and to the repayment of loans specified in their contract. Additionally, the following may apply:

- Failure to keep the account current may result in withdrawal from the program.
- Failure to pay full tuition may prohibit the delivery of a Diploma from the Academy
- A late fee of 1.5% per month may be charged for any late payments according to the student contract.
- Cheques returned NSF will be subject to a \$30.00 service charge.

Refunds will be processed via a withdrawal calculation according to the private Vocational Training Branch and Private Vocational Institutions Act as it relates to Manitoba regulation.

STUDENT AID – Student Aid may be available to eligible students, for further information, or to apply online, please refer to the institution below

Manitoba Residents

Detailed information on the student loan lifecycle, including eligibility criteria, application steps, repayment information, and accessing additional resources, is available at:

www.manitobastudentaid.ca or canlearn.ca

To apply for funding speak with our Student Financial Advisor or visit Manitoba Student Aid at www.manitobastudentaid.ca and select Apply Here! or call:

Manitoba Student Aid – WINNIPEG: 204-945-6321

Manitoba Student Aid – BRANDON: 204-726-6592

Canada/US toll free: 1-800-204-1685

LOAN REPAYMENT - Both your full-time Canada Student Loan and your Manitoba Student Loan are interest free while you are going to school full-time. Manitoba Student Loans are also interest free while you are in repayment of your loan, and full-time Canada Student Loans accumulate interest as soon as you stop going to school full-time. Many people move after leaving school, so be sure you update your personal information with your provincial Student Aid Service Centre and the National Student Loans Service Centre. You can also contact them directly to update your information. They'll be sending you important information to get you started on the path to repayment.

What type of student loan do you have? Use the links below to help navigate to the correct provincial or territorial site.

Canada Student Loans: National Student Loans Service Centre - Online Services
<https://csnpe-nslsc.cibletudes-canlearn.ca/Eng/SignOn.aspx>

Manitoba: <http://www.gov.mb.ca/educate/sfa/pages/repaying.html>

DEFAULTING ON YOUR LOAN - Ignoring your student loan is a poor choice with major consequences that can follow you for many years to come. This is the process that starts when you stop paying (default) your student loan payments:

- The Government of Canada, your provincial government, and/or your lending institution will take steps to recover the debt.
- These steps may include using collection agencies and/or taking legal action.
- All defaulted loans are reported to credit reporting agencies and will negatively affect your credit rating.
- Any GST credit or income tax refund that you may be eligible to receive will be redirected to repay your loan.
- You will lose your eligibility for further student loans until you bring your loans into good standing.
- **Get help!** If you are having difficulty making your loan payments, you may be eligible for repayment options designed to help you through a rough spot.

FIRST AID

First Aid Kits are located in the student salon training area, Guest services desk and individual classrooms. Prior to administering first aid, notify an educator or the operations director. An eye wash station is located in the salon training area in the sink and dryer area.

ADMINISTRATIVE

- Letters or documents required from Administration should be requested three days in advance
- Any change in the student's name, address or telephone number must be registered with the front desk. Documentation will be required as proof of a name change. This information is considered confidential and is used for The Canadian Beauty Academy business only.
- Limited photocopying and faxing services will be provided to students. Only school related materials will be copied or faxed. Students requiring photocopies or faxing must ask their instructor to do this for them. A small fee may be applied for this service.

COMPLAINT & DISPUTE PROCEDURE

- The Canadian Beauty Academy will assist all students in finding fair and just solutions to complaints related to their education and services. Student complaints related to academic appeals, student conduct, or human rights will be addressed promptly and equitably.
- *Grade Grievances:* Student grade grievances should first be discussed with the instructor. If the student and instructor are unable to agree to a solution and/or it is beyond the instructor's scope of responsibility, the instructor will escalate the issue to TCBA's lead educator and Director.
- *Student Concerns:* Any other form of student concerns should be discussed first with the student's admissions advisor or, for escalated issues, students should immediately contact the Director.
- All grade grievances and student concerns are documented.

EVALUATIONS

- Instructor and course evaluation forms will be handed out on a regular basis.
- These evaluations are meant to improve the quality of the course by inviting the student's mature and responsible views on the course content, structure, and delivery.

COPYRIGHT INFRINGEMENT POLICY

Unauthorized distribution of copyrighted material, including unauthorized peer- to-peer sharing, and the use of The Canadian Beauty Academy information and its technology systems will subject students to Academy disciplinary actions and may subject students to civil and criminal liabilities and penalties of federal copyright laws.

A student may be terminated from The Academy for the following infringement reasons:

- On an authorized Academy computer without permission
- Tampering or disabling an Academy computer
- Removing information from an Academy computer by print or illegally downloading
- Moving or deleting information from an Academy computer
- On an Academy computer unattended
- Unauthorized use of an Academy computer that is not accessible to students
- Unauthorized peer-to-peer file sharing
- Unauthorized distribution of copyrighted materials in any form using The Academy's information technology system

Students may have limited access to the following Academy computers. Students may not log into the following Academy computers without authorization from The Academy Owner / Director / Educator. • Student salon training area front desk appointment book

- Student salon training area booking station
- Student Library

- The student must be under the supervision of a licensed educator or an Academy staff member at all times while using The Academy computer.
- Students do not have access to the following Academy computers:
 - Admissions
 - Educators

In addition, a student may be subject to criminal penalties resulting from prosecution. This above-mentioned list is not all-inclusive and the student needs to be aware of possible severe sanctions if found to be violating the copyright policies.

SAFETY PROCEDURES / EMERGENCY EXIT PROCEDURES

If you smell smoke or see fire, report it immediately to an educator or a staff member. Warning will then be sounded throughout the Academy by a staff member. Exiting Procedures for emergency exits will be posted throughout the Academy showing the fastest and safest exit route from the location in which you are present. Random emergency exit drills may be practiced.

EMERGENCY PROCEDURES / EVACUATION

Emergency Phone Numbers

Immediate Help (Fire, Police, Rescue Squad) - 9-1-1

Administrative Offices – 204.772.8772

Winnipeg Non-Emergency Police Department - 204.986.6222

An Emergency Procedures binder is found in The Academy Admissions Office and at the Salon Area front desk.

FIRE DRILLS

Fire drills will be practiced and require your most serious cooperation and consideration. All exits must be in working condition and unobstructed.

In A Fire Emergency:

- If you smell smoke or see fire, report it immediately to an educator. A warning will then be given by staff. Do not panic. Proceed as follows:

- Students in the salon area exit single file out the front doors. If you have a guest at the time, the guest is your responsibility.
- After exiting The Academy, proceed safely away from the building.
- Support staff at front desk will help guest in reception area out the front doors.
- Proceed to safety away from the building.
- Students in the classrooms, student lounge, conference room, and spa area should exit through the nearest door, single file.
- Locate and join the students and guests from the salon area.
- Familiarize yourself with your evacuation route and the location of all emergency and regular exits.
- The evacuation route illustration is found in the student's lounge.

VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION.

In case of serious accident or illness:

- Call 9-1-1
- Do not move sick or injured person(s).
- Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.
- Stay with the victim and reassure her/him that help is on the way.

Power Failure:

- Remain calm
- Do not move
- Await instructions from staff personnel.

- If instructed to evacuate, use designated emergency exits ONLY.

THE PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT

The Personal Information Protection and Electronic Documents Act (PIPEDA) requires private-sector organizations to collect, use or disclose your personal information by fair and lawful means, with your consent, and only for purposes that are stated and reasonable.

For more information, please contact:

Office of the Privacy Commissioner of Canada
Place de Ville, Tower B, 3rd Floor
112 Kent Street
Ottawa, ON
K1A 1H3

DRUG PREVENTION

The Canadian Beauty Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students on the property or as part of any Academy activities. The Academy will immediately contact law enforcement officials to report all unlawful activities.

The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff. The Academy provides education annually and refers students and staff to local services. Area drug abuse information, counselling, referral and treatment centres information is made available to students or staff members.

The Academy will terminate students involved in unlawful possession, use or distribution of illicit drugs and alcohol within The Academy or on Academy grounds. The Academy reserves the right to inspect student lockers without prior notice. The Academy will refer such cases to the proper authorities for prosecution. Students may be reinstated upon proof of completion of an appropriate rehabilitation program.

There are serious legal sanctions for illegal use of drugs and/or alcohol. There are serious health risks associated with such use. Health risks associated with the use of illicit drugs and the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference,

mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

Where to turn for help in this area:

- Addiction Enders: Call 1-800-419-794
- Family Services (Christie House) (204) 944-6229
- Or visit; http://www.gov.mb.ca/healthyliving/addictions/adult.html#.T8_NWfUw8TA, for a complete directory of Adult Addiction services in Manitoba

BULLYING AND HARASSMENT POLICY

The Canadian Beauty Academy will address issues involving harassment or bullying in any form; student to student; student to staff member(s); staff member(s) to student; or staff member to staff member. All staff members and students have a responsibility to cooperate fully with the investigation of an alleged bullying or harassment complaint.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or staff. It is further defined as; unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting or dehumanizing gestures by a student or staff that has the potential to create an intimidating, hostile or offensive educational environment or cause long term damage; to cause discomfort or humiliation or unreasonably interfere with the individuals academic performance or participation is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to; unwanted teasing, threatening, intimidating, stalking, cyber stalking, cyber bullying, physical violence, theft, sexual, religious or racial harassment, public humiliation, destruction of The Academy or personal property, social exclusion, including incitement and/or coercion, rumor or spreading of falsehoods.

Harassment is defined as any threatening, insulting, or dehumanizing gestures, use of technology, computer software, or written, verbal or physical conduct directed against a student or employee that places a student or employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, or employee's work performance;

has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; has the effect of substantially disrupting the orderly operation of The Academy.

The Canadian Beauty Academy Sexual Harassment Prevention Policy and Guidelines

1. Policy Application

The Policy applies to all members of The Canadian Beauty Academy community including students, staff, faculty, administrators, contract service providers, contractors, officers, directors, and individuals who are directly connected to any student initiatives, volunteers and visitors.

2. Purpose and Intent

All members of The Canadian Beauty Academy's community have a right to study and work in an environment free of sexual violence and sexual harassment.

The Academy recognizes that certain populations are at greater risk of sexual violence in Canada, including:

- Young women and girls
- Indigenous women
- Women living with cognitive or physical disabilities
- Individuals within the LGBT2SQ+ community
- Newcomer women and women from ethnocultural and racialized communities

We recognize that many of our students attending The Canadian Beauty Academy fall within these populations and we want to emphasize that it is our intent to assure a positive learning environment for all our students regardless of what population they may belong to. To address this, we have called upon members from all populations in the development of this policy.

The purpose of this policy is to articulate The Canadian Beauty Academy's position with respect to sexual violence and establish a formal response protocol for disclosures of incidents of sexual violence.

This document sets out our policy on sexual violence and sexual harassment, defines the prohibited behaviours, and outlines our inquiry processes for sexual violence and sexual harassment. The policy further outlines the procedures the Canadian Beauty Academy will undertake to educate its community on avenues to prevent sexual harassment.

The Scope

The Policy applies to incidents of sexual violence or sexual harassment that have occurred to members of the Academy community. The Academy wishes to offer support to any member of the Academy community that have been victimized by such actions.

3. Definitions

CONSENT

Consent is central to sexual assault. The Criminal Code of Canada defines consent as it relates to sexual assault as the voluntary agreement to engage in sexual activity. An individual must actively and willingly give consent to sexual activity. Simply stated, sexual activity without consent is sexual assault.

Young people, like many others, often do not fully understand consent and can feel that the line between consensual sexual acts and sexual assault can be unclear. This is particularly true when an acquaintance, friend, or partner is the perpetrator.

Consenting to one kind, or instance, of sexual activity does not mean that consent is given to any other sexual activity or instance. No one consents to being sexually assaulted.

Where consent does not exist (lack of agreement): a person can express a lack of agreement verbally or through conduct (such as physically resisting advances). The Criminal Code makes it clear that a person can, after initially giving consent to engage in sex, revoke consent at any time by expressing a lack of agreement to continue engaging in sexual activity.

In other words, consent:

- Is never assumed or implied
- Is not silence or the absence of “no”
- Cannot be given if the victim is impaired by alcohol or drugs, or is unconscious
- Can never be obtained through threats or coercion
- Can be revoked at any time

- Cannot be obtained if the perpetrator abuses a position of trust, power, or authority

It is not for The Canadian Beauty Academy to weigh or determine whether consent has been given. This purpose of the policy is not to examine or investigate sexual assault allegations, but rather to inform all members of the Academy community of their responsibility to eliminate harassment and inform victims of their rights.

For more information on consent, please refer to
<http://www.gov.mb.ca/youarenotalone/consent.html>

Cyber harassment/ cyber stalking:

Often used interchangeably, cyber harassment and cyber stalking are defined as repeated, unsolicited, threatening behaviours by a person or group using cell phone or internet technology with the intent to bully, harass, and intimidate a victim. The harassment can take place in any electronic environment where communication with others is possible, such as on social networking sites, on message boards, in chat rooms, through text messages, or through email.

Date rape: The term “date rape” is interchangeable with “acquaintance sexual assault”. It is sexual contact that is forced, manipulated, or coerced by a partner, friend, or acquaintance.

Disclosure: For the purposes of this document, a disclosure is made to any individual other than the police or other judicial official.

LGBT2SQ+: The LGBT2SQ+ community includes people who identify as lesbian, gay, bisexual, transgender, Two-Spirit, queer, questioning, intersex, asexual, pansexual and/or gender fluid.

Rape: Rape is a term used to describe vaginal, oral, or anal intercourse, without consent. Although the term is no longer used in a legal sense in Canada, it is still commonly used and widely understood.

Sexual assault:

Sexual assault is any type of unwanted sexual act done by one person to another that violates the sexual integrity of the victim. Sexual assault is characterized by a broad range of behaviours that involve the use of force, threats, or control towards a person, which makes that person feel uncomfortable, distressed, frightened, threatened, carried out in circumstances in which the person has not freely agreed, consented to, or is incapable of consenting to Sexual assault is a crime.

Sexual Violence:

any sexual act or act targeting a person's sexuality, gender identity or gender expression — whether the act is physical or psychological in nature — that is committed, threatened, or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

Sexual Harassment:

without limiting the generality of the foregoing, includes:

Any course of vexatious comment or conduct of a sexual nature that is known or ought reasonably to have been known to be unwelcome, including:

- offensive jokes or comments of a sexual nature;
- displaying of pornographic or sexist pictures or materials, including online;
- suggestive or offensive remarks;
- unwelcome language related to gender;
- remarks, jokes, innuendoes, propositions, or taunting about a person's body, attire, sex or sexual orientation;
- leering or inappropriate staring ;
- bragging about sexual prowess;
- physical contact such as touching, patting, or pinching, with an underlying sexual connotation; and
- sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome.

Stalking: Stalking is a crime called criminal harassment. Stalking consists of repeated behaviour that is carried out over a period of time, and which causes a person to reasonably fear for their safety.

Victim blaming:

Victim blaming occurs when the victim of a crime or an accident is held responsible — in whole or in part — for the crimes that have been committed against them.

4. Policy Objectives

- a. Our Academy is committed to providing members of our career Academy community an educational environment free from sexual violence and sexual harassment and treating those individuals who report incidents of sexual violence or sexual harassment with dignity and respect.

The Academy recognizes the sensitive nature of sexual harassment of any form and wishes to assure all members of our community are aware that we wish to approach any such sharing of information with compassion and understanding. We do; however, wish to make all members of the community aware that depending upon the wishes of the victim the Academy may be limited in the depth or its ability to perform any form of inquiry to determine the validity of a complaint. It is the Academy's intent to provide a supportive role and assist the individual by way of the following:

- Educating all members of our community on sexual harassment and prevention;
- Listening to complaints/disclosures and responding in a sensitive and understanding manner;
- Providing information to the student about the The Canadian Beauty Academy's response procedure;
- Offering information or making referrals to support service providers with experience addressing sexual assault and trauma; and
- Providing the individual with reasonable accommodation while on campus.

To meet the needs of the victim the Academy wishes to make the student aware of their options to assure that their needs are being addressed:

- Bring the matter to the attention of Academy staff person through sharing of their experience or concern. Such staff persons may be Academy councillors, instructors, or appointed individuals. Please note that the Academy's ability to take any formal action will be limited in such incidents.

- Raise a formal complaint where the student wishes some form of action be taking to alter their learning environment or involve the Academy in possible discussion with the individual on their behalf.
- Initiate a more formal written complaint which may involve investigation by an external body or legal action.

The Canadian Beauty Academy will educate and train faculty, staff, and students about this Policy and how to identify situations that involve or could progress into sexual violence or sexual harassment and how to reduce these forms of prohibited behaviours. The training will be held annually, and items covered will be:

- What is sexual violence and harassment & what is consent
- How to report an incident and who in the Academy will be responsible to follow up.
- Education about sexual violence including awareness of how social media can potentially be involved.

The Academy will assure that senior staff and those individuals responsible for the inquiry process and handling of any concerns raised by the student will have participated in the MACC training program provided by Klinik.

Faculty and staff will undergo internal training provided by the Academy with focus on awareness, monitoring, and prevention of sexual harassment.

The Academy will educate individuals not normally a part of the Academy community by providing them with the policy. This will include individuals who may interact with the students periodically such as external contractors and service providers.

Student Awareness

The Canadian Beauty Academy assures the student body is aware of the policies and procedures regarding sexual harassment through the following:

- The Policy is presented to the students as a part of their student handbook.
- There are posters distributed throughout the facility making students aware of appropriate and inappropriate sexual conduct.
- Students will be provided with pamphlets generated through Klinik on Sexual Harassment and prevention.
- The policy is discussed twice per year with students in the program through a group presentation.
- The Academy may provide periodic tweets circulated to the students through the Academy Media, where applicable.

- The Academy will assure that all students have access to the policy by assuring it is posted to the Academy Website.
- b. Where a complaint has been made, under this Policy, of sexual violence or sexual harassment The Canadian Beauty Academy will take the following actions where applicable:
- i. Immediately provide the information of available resources
 - ii. providing those who have experienced sexual violence or sexual harassment with information about reporting options; and seek clarification on what the individual would like to do next (inform, report or seek law enforcement).
 - iii. responding promptly to any complaint and providing reasonable updates to the complainant and the respondent about the status of the inquiry;
 - iv. assisting those who have experienced sexual violence or sexual harassment in obtaining counselling and medical care;
 - v. providing those who have experienced sexual violence or sexual harassment with appropriate academic and other accommodation;
 - vi. providing on-campus inquiry procedures for sexual violence and sexual harassment complaints.
- b. Reporting and Responding to Sexual Violence

All members of our Academy community will take all reasonable steps to prevent sexual violence on our Academy Campus or events and report immediately to the Campus Director or Hairstyling Dean if they are subject to, witness or have knowledge of sexual violence, or have reason to believe that sexual violence has occurred or may occur.

To the extent it is possible, the Campus Director and Hairstyling Dean will attempt to keep all information disclosed confidential except in those circumstances it believes an individual is at imminent risk of self-harm, or of harming another, or there are reasonable grounds to believe that others in our Academy community are at risk.

Our Academy recognizes the right of the complainant to determine whether his or her complaint will be dealt with by the police and/or Academy management. However, in certain circumstances, the Academy may be required by law or its internal policies to initiate a more formal internal investigation and/or inform police without the complainant's consent, if it believes the safety of members of its Academy community is at risk

Reporting/Disclosure Options

The Academy recognizes the sensitive nature of sexual harassment and that victims may require different actions by the Academy in its supportive role. We want to emphasize that should a member of our community feel they have been exposed to any form of harassment the Academy is there to support them. The Academy wishes to share the following options for reporting:

The

1. Support without official complaint.

If a member of the Academy community believes she/he has been sexually harassed, they may choose to not put forward a formal complaint but rather simply wish to have the school assist them through the emotional crisis. The victim/survivor here discloses sexual violence to seek emotional support, medical support, or advocacy but not to report to police.

If such action is chosen by the victim/survivor, the college will provide a compassionate supportive role. The role in this situation is primarily to be a listener and provide the student with what resources are available to them.

2. Action where harassment has been by an Academy community member.

If a member of the Academy community believes she/he has been sexually harassed by a member of our college community, she/he may confront the harasser personally or in writing pointing out the unwelcome behaviour and requesting that it stop; or

Report the complaint to the Campus Director, Hairstyling Dean in writing, if in person fill out attached (Appendix 2) .

Upon a complaint of alleged sexual harassment being made to the Campus Director, Hairstyling Dean, management will initiate an inquiry. (See Academy Harassment Complaint Process)

3. Actions where harassment requires involvement of external bodies.

Should the victim/survivor wish to lodge a complaint with the local police department or seek medical assistance the Academy will provide a supportive role by providing contact information and assisting with the initial communication to that appropriate body.

Disciplinary Measures

If it is determined by the Academy that a member of our Academy community has been involved in sexual violence or sexual harassment of a member of our Academy community, immediate disciplinary or corrective action will be taken up to and including termination of employment or expulsion of a student.

In cases where criminal proceedings are initiated, the Academy will assist police agencies, lawyers, insurance companies, and courts to the fullest extent.

Where criminal and/or civil proceedings are commenced in respect of allegations of sexual violence or sexual harassment, the Academy may conduct its own independent inquiry and make its own determination in accordance with its own policies and procedures.

Making False Statements

It is a violation of this Policy for anyone to knowingly make a false complaint of sexual violence or sexual harassment or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and/or corrective action, up to and including termination of employment or expulsion.

Reprisal

It is a violation of this Policy to retaliate or threaten to retaliate against a complainant, acting in good faith, which has brought forward a complaint of sexual violence or sexual harassment, provided information related to a complaint, or otherwise been involved in the complaint inquiry process.

5. Public Reporting

- a. The Academy will make the student body and public aware of its compliance with policy by stating on its website and in printed matter the following:
 - i. List of persons responsible for conducting inquiry of any complaints of sexual misconduct or harassment, including contact information.
 - ii. Stating the dates of training sessions for staff and faculty of the Academy including reporting on the number of participants that attended the training sessions.
 - iii. State the dates of student group meeting sessions where this policy is discussed and include the number of participants at each session.

6. Policy Development and Review

- a. Policy was generated by a committee formulated by the Manitoba Association of Career Colleges with input from member colleges.
- b. The Policy was circulated to students of the Member Schools by way of a survey seeking input and comments from the widest possible student base assuring students have the opportunity to provide input and guidance from all communities and gender populations.

- c. The Canadian Beauty Academy reviewed and adopted the policy through the following process.
- d. The Policy was implemented on **January 1st, 2023** and will be reviewed no later than **November 29th, 2026**. The review process will include Academy representatives and members of the student community in its consultation review processes.