

PURPOSE AND INTENT OF THE SEXUAL VIOLENCE POLICY

All students of the Academy of Learning Career College, Downtown East (Pape) campus (AOLCC) community have a right to study in an environment that is free from any form of sexual violence. This document sets out our policy and response protocol to sexual violence and ensures that those who experience sexual violence are believed and their rights respected, that the College has a process of investigation that protects the rights of individuals and holds individuals who have committed an act of sexual violence accountable.

POLICY STATEMENT

Sexual assault and sexual violence are unacceptable and will not be tolerated. We are committed to challenging and preventing sexual violence and creating a safe space for anyone in our College community who has experienced sexual violence. The College is expected to be a safe and positive space where everyone feels able to learn and express themselves in an environment free from sexual violence.

All reported incidents of sexual violence will be investigated to the best of the administration's ability and in a manner that ensures due process. It is this policy's intention to make individuals feel comfortable about making a report in good faith about sexual violence that they have experienced or witnessed and that these individuals will be treated with dignity and respect.

We recognize that sexual violence can occur between individuals regardless of sexual orientation, gender, and gender identity or relationship status as stated in the *Ontario Human Rights Code*. We also recognize that individuals who have experienced sexual violence may experience emotional, academic, or other difficulties.

We are committed to:

- Assisting those who have experienced sexual violence by providing choices, information and support
- Ensuring that those who disclose that they have been sexually assaulted are believed, and that their right to dignity and respect is protected throughout the process of disclosure, investigation and institutional response
- Treating individuals who disclose sexual violence with compassion recognizing that they are the final decision makers about their own best interests
- Ensuring that on-campus internal investigation procedures are available in the case of sexual violence, even when the individual chooses not to make a report to the police
- Engaging in appropriate procedures for investigation as per the policy and ensuring coordination and communication of all departments most likely to be involved in the response
- Providing appropriate education and training to the College community
- Contributing to the creation of a campus atmosphere in which sexual violence is not tolerated
- Monitoring and updating our policies and protocols to ensure they remain effective and in line with other existing policies and best practices

Sexual Violence Policy Academy of Learning Career College, Downtown East (Pape) Campus

1. Sexual Violence Policy

- (a) Academy of Learning Career College, Downtown East (Pape) campus has adopted this Sexual Violence Policy, which defines sexual violence and outlines its training, reporting, investigative and disciplinary responses to complaints of sexual violence made by its students that have occurred on its campus, or at one of its events and involve its students.
- (b) The person accused of engaging in sexual violence will be referred to as the "Respondent" and the person making the allegation as the "Complainant".

2. Definition of Sexual Violence

Sexual violence means 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.

3. Training, Reporting and Responding to Sexual Violence

- (a) Academy of Learning Career College, Downtown East (Pape) campus shall provide students a copy of the Sexual Violence Policy and the acknowledgement of same will be made on the

enrolment contract. A copy of the Sexual Violence Policy will be provided to all career college Instructors, Learning Coaches and any other staff and training them about the policy and its processes of reporting, investigating and responding to complaints of sexual violence involving its students will occur. *Any company participating in offering student internships on their premises must provide an undertaking in writing that it is in compliance with all applicable legislation, including the Ontario Human Rights Code and the Occupational Health and Safety Act and will provide students access to those policies should they encounter issues relating to sexual violence in the workplace.

- (b) The complete Sexual Violence Policy shall be published and posted in the campus lunchroom. Additional copies can be provided upon request.
- (c) Any person subject to or witnessing incidents of or complaints of sexual violence will report to the Campus Director admin@aolccpape.ca, or call 416-422-5627 upon becoming aware of them.
- (d) Students who have been affected by sexual violence or who need information about support services should contact the Campus Director at admin@aolccpape.ca, or call 416-422-5627
- (e) Subject to Section 4 below, to the extent it is possible, Academy of Learning Career College, Downtown East (Pape) campus will attempt to keep all personal information of persons involved in the investigation confidential except in those circumstances where it believes an individual is at imminent risk of self-harm, or of harming another, or there are reasonable grounds to believe that others on its campus or the broader community are at risk. This will be done by:
 - (i) ensuring that all complaints/reports and information gathered as a result of the complaint/reports will be only available to those who need to know for purposes of investigation, implementing safety measures and other circumstances that arise from any given case; and
 - (ii) ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent.
- (f) Academy of Learning Career College, Downtown East (Pape) campus recognizes the right of the Complainant not to report an incident of or make a complaint about sexual violence or not request an investigation and not to participate in any investigation that may occur.
- (g) Notwithstanding (f), in certain circumstances, Academy of Learning Career College, Downtown East (Pape) campus may be required by law or its internal policies to initiate an internal investigation and/or inform police without the complainant's consent if it believes the safety of members of its campus or the broader community is at risk.
- (h) In all cases, including (f) above, Academy of Learning Career College, Downtown East (Pape) campus will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact the Campus Director.

In this regard, Academy of Learning Career College, Downtown East (Pape) campus will assist students who have experienced sexual violence in obtaining counselling and medical care, and provide them with information about sexual violence supports and services available in the community as set out in **Appendix 1** attached hereto. Students are not required to file a formal complaint in order to access supports and services.

4. Investigating Reports of Sexual Violence

- (a) Under this Sexual Violence Policy, any student of Academy of Learning Career College, Downtown East (Pape) campus may file a report of an incident or a complaint to the Campus Director of Operations, in writing. The other department(s) that will be involved in the investigation are as follows:
 - (i) Human Resources – Franchise Support Centre
- (b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, the Director of Operations will respond promptly and:
 - (i) determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation;
 - (ii) determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;
 - (iii) determine whether the incident should be referred immediately to the police;

In such cases or where civil proceedings are commenced in respect of allegations of sexual violence, Academy of Learning Career College, Downtown East (Pape) campus may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and

 - (iv) determine what interim measures ought to be put in place pending the investigation process such as removal of the Respondent or seeking alternate methods of providing necessary course studies.

- (c) Once an investigation is initiated, the following will occur:
- (i) the Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation;
 - (ii) interviewing the Complainant to ensure a complete understanding of the allegation and gathering additional information that may not have been included in the written complaint such as the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred;
 - (iii) informing and interviewing the Respondent of the complaint, providing details of the allegations and giving the Respondent an opportunity to respond to those allegations and to provide any witnesses the Respondent feels are essential to the investigation;
 - (iv) interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses;
 - (v) providing reasonable updates to the Complainant and the Respondent about the status of the investigation; and
 - (vi) following the investigation, the Director of Operations will:
 - (A) review all of the evidence collected during the investigation;
 - (B) determine whether sexual violence occurred; and if so
 - (C) determine what disciplinary action, if any, should be taken as set out in Section 6 below.

5. Disciplinary Measures

- (a) If it is determined by Academy of Learning Career College, Downtown East (Pape) campus that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include:
- (i) disciplinary action up to and including termination of employment of Instructors, Learning Coaches or other staff; or
 - (ii) expulsion of a student; and /or
 - (iii) the placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or
 - (iv) any other actions that may be appropriate in the circumstances.

6. Appeal

- (a) Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to the Director of Operations within 7 business days by submitting a letter addressed to:
- 100 York Blvd. Suite 400,
Richmond Hill, ON
L4B 1J8
Attention: Director of Operations**
- advising of the person's intent to appeal the decision.

7. Making False Statements

- (a) It is a violation of this Sexual Violence Policy for anyone to knowingly make a false complaint of sexual violence or to provide false information about a complaint.
- (b) Individuals who violate this Sexual Violence Policy are subject to disciplinary and/or corrective action up to and including termination of employment of instructors/Learning Coaches, other staff or expulsion of a student.

8. Reprisal

- (a) It is a violation of this Sexual Violence Policy to retaliate or threaten to retaliate against a complainant who has brought forward a complaint of sexual violence, provided information related to a complaint, or otherwise been involved in the complaint investigation process.
- (b) Individuals who violate the Sexual Violence Policy are subject to disciplinary and

/or corrective action, up to and including termination of employment of instructors or staff or expulsion of a student.

9. Review

- (a) Academy of Learning Career College, Downtown East (Pape) campus shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.
- (b) Academy of Learning Career College, Downtown East (Pape) campus shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. This date is January 1, 2020.

10. Collection of Student Data

- (a) Academy of Learning Career College, Downtown East (Pape) campus shall collect and be prepared to provide upon request by the Superintendent of Private Career Colleges such data and information as required according to Subsections 32.1 (8), (9), (10) and (11) of Schedule 5 of the Private Career Colleges Act, 2005 as amended.

Appendix 1

The following represents a list of Provincial Rape Crisis Centres that could be provided as resources:

Canadian Association of Sexual Assault Centres Ontario
Provincial

English

Assaulted Women's Helpline Toll
Free: 1-866-863-0511
#SAFE (#7233) on Bell, Rogers, Fido or Telus mobile TTY: 416-364-8762
www.awhl.org

Français

Fem'aide

Telephone Toll-Free: 1-877-336-2433

ATS: 1 866 860-7082

www.femaide.ca

Sexual Assault/Domestic Violence Treatment Centres

35 [hospital-based centres that provide](#) 24/7 emergency care to women. To locate the Sexual Assault/Domestic Violence Treatment Centre nearest you, follow [this link](#).

Local

Alliston, Barrie, Collingwood, Midland and Orillia

Huronian Transition Homes operates La Maison Rosewood Shelter (Midland) & Athena's Sexual Assault Counselling and Advocacy Centre

24-Hour Crisis Line:

Barrie: 705-737-2008 or 1-800-987-0799

Midland: 705-526-4211 or 1-800-461-175

Office: 705-526-3221

www.huroniatransitionhomes.ca

Belleville

Sexual Assault Centre for Quinte and District Toll-Free: 1-877-544-6424

Office: 613-967-6300

www.sacqd.com

Bracebridge

Muskoka/Parry Sound Sexual Assault Services Parry Sound District
Office
Office: (705) 774-9083 or 1-877-851-6662

www.daphnewymn.com Muskoka
District Office
Office: (705) 646-2122 or 1-877-406-1268

www.daphnewymn.com

Brantford

Sexual Assault Centre of Brantford Crisis: 519-
751-3471
Office: 519-751-1164

sexualassaultcentre@sacbrant.ca
<http://sacbrant.ca/>

Brockville

Assault Response & Care Centre

Office: (613) 345-3881 or 1-800-567-7415

arcc@bgh-on.ca

www.arc-c.ca

Chatham

Chatham-Kent Sexual Assault Crisis Centre 24-Hour Crisis Line:
519-354-8688 Office/TTY: 519-354-8908
<http://cksacc.org/>

Cornwall

Sexual Assault Support Services for Women Office:613-932-
1755
<http://sassforwomen.ca/>

Iethinisten:ha Women's Shelter Akwasasne Family
Violence Program 24-Hour Crisis: 1-800-480-4208
Phone: 613-937-4322

www.akwasasne.ca/iethinistenha-women's-shelter

Durham Region

Durham Rape Crisis Centre Crisis: 905-
668-9200
Office: 905-444.9672

info@drcc.ca

www.drcc.ca

Eganville

Women's Sexual Assault Centre of Renfrew County 24-Hour Crisis: 1-800-
663-3060
Office: 613-735-5551

www.wsac.ca

Guelph

Guelph-Wellington Women in Crisis Crisis: 519-836-5710
1-800-265-7233

Office: 519-823-5806

www.gwwomenincrisis.org

Hamilton

Sexual Assault Centre (Hamilton and Area) Crisis: (905) 525-4162
Office (905) 525-4573

TTY: 905-525-4592

www.sacha.ca

Kenora

Kenora Sexual Assault Centre

Crisis: (807) 468-7233 or 1-800-565-6161

Office: (807) 468-7958

www.kenoralsexualassaultcentre.com

Kingston

Sexual Assault Centre Kingston

Crisis: 613-544-6424 or 1-877-544-6424

Office: 613-545-0762

sack@sackington.com
www.sackington.com

Kitchener-Waterloo

Sexual Assault Support Centre of Waterloo Region Crisis: 519.741.8633
Office: 519.571.0121

info@sascwr.org
www.kwsasc.org

London

Sexual Assault Centre London Crisis: 519-438-2272
Office 519-439-0844

TTY: 519-439-0690

sacl@sacl.ca
www.sacl.ca

London Abused Women's Centre Office: 519-432-2204
E-Mail: info@lawc.on.ca
<http://lawc.on.ca/>

Peel Region

Hope 24/7 (formerly the Sexual Assault/Rape Crisis Centre of Peel) Crisis:1-800-810-0180
Office: (905) 792-0821

<http://hope247.ca/>

Newmarket

Women's Support Network of York Region Crisis: 1-800-263-6734 or 905-895-6734
Office: (905) 895-3646

www.womenssupportnetwork.ca

North Bay

Amelia Rising Women's Sexual Assault Centre of Nipissing/centre d'agressions sexuelles de Nipissing

Crisis: 705-476-3355

Office: 705-840-2403

TTY: (705) 840-5877

info@ameliarising.ca

www.ameliarising.ca

Oakville

Sexual Assault & Violence Intervention Services of Halton Crisis: 905-875-1555 or 1-877-268-8416
Office: 905-825-3622

www.savisofhalton.org

Orangeville

Family Transition Place

Crisis: 1-800-265-9178

Office: 519-942-4122

www.familytransitionplace.ca

Ottawa

Sexual Assault Support Centre Crisis: 613-234-2266
Phone: 613-725-2160

TTY: 613-725-1657

info@sascottawa.com

<http://sascottawa.com>

Ottawa Rape Crisis Centre Crisis: 613-562-2333
Office: 613-562-2334

<http://orcc.net/>

Peterborough & Kawartha Sexual Assault Centre
Crisis: (705) 741-0260 or 1-866-298-7778

Office/TTY: (705) 741-0260

www.kawarthasexualassaultcentre.com

YWCA Peterborough Haliburton Crisis: 1-800-461-7656
Office: 705.743.3526 x 130

www.ywcapeterborough.org

Sault Ste Marie

Women in Crisis (Algoma) Inc.

Crisis: 705-759-1230 or 1-877-759-1230

www.womenincrisis.ca

Sarnia-Lambton

Sexual Assault Survivors Centre Sarnia-Lambton Crisis: 519 337-3320
or 1-888-231-0536
Office: (519) 337-3154

www.sexualassaultsarnia.on.ca

Simcoe

Haldimand & Norfolk Women's Service Crisis: 1-800-265-8076
TTY: 1-800-815-6419

Office: 519-426-8048

hnws@hnws.on.ca
www.hnws.on.ca

St. Catherines

Niagara Region Sexual Assault Centre Crisis: (905) 682-4584
Office: (905) 682-7258

carsa@sexualassaultniagara.org

<http://sexualassaultniagara.org/>

Thunder Bay

Thunder Bay Sexual Assault and Sexual Abuse Crisis and Counselling Centre

Office: (807) 345-0894 or 1-866-311-5927

tbcounselling@tbsasa.org

www.tbsasa.org

Timmins

Timmins and Area Women in Crisis Crisis: 1-877-268-8380 (sexual assault) Crisis: 1-855-827-7233 (shelter)
Office: (705) 268-8381

info@tawc.ca

<http://www.tawc.ca/>

Toronto

Oasis Centre des Femmes Téléphone :
416-591-6565
Courriel : services@oasisfemmes.org

<http://oasisfemmes.org/>

Toronto Rape Crisis Centre: Multicultural Women Against Rape Crisis: 416-597-8808

Office: 416-597-1171

info@trccmwar.ca

crisis@trccmwar.ca

www.trccmwar.ca

Windsor

Sexual Assault Crisis Centre of Essex County Crisis: 519-253-9667

www.saccwindsor.net

Woodstock

Domestic Abuse Services Oxford

Crisis: 519 539-4811 or 1-800-265-1938

info@daso.ca

www.daso.ca