



POLICY STATEMENT

Canadian Business College is committed to providing its students with an educational environment free from sexual violence or harassment and treating those students who report incidents of sexual violence or harassment with dignity and respect.

This policy applies to all members of the College community including: all employees, students, contractors, suppliers of services, individuals who are directly connected to any College initiatives, volunteers, and visitors.

DEFINITIONS

“Sexual harassment” means:

- Unwanted sexual attention of a persistent or abusive nature, made by a person who knows or ought reasonably to know that such attention is unwanted;
- The making of an implied or express promise of reward for complying with a sexually oriented request;
- The making of an implied or express threat of reprisal, in the form of actual reprisal or the denial of opportunity, for refusal to comply with a sexually oriented request; and/or
- Sexually oriented remarks and behaviour which may reasonably be perceived to create a negative psychological and emotional environment for work and study.

“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.

“Respondent” means:

- The person against whom a complaint is filed or brought against

“Complainant” means:

- The person who makes a complaint

GENERALLY

Canadian Business College is committed to protecting all students and shall take reasonable precautions to prevent sexual harassment and violence at its premises.

In accordance with Bill 132, Sexual Violence and Harassment Action Plan Act, 2016 Canadian Business College will review this policy and amend if applicable at least once every three years and shall ensure that student input is considered.



Canadian Business College is committed to:

- a) Include a copy of the Sexual Violence Policy in every contract made between the College and its students and provide copy of the Sexual Violence Policy to its management (corporate directors, controlling shareholders, owners, partners, other persons who manage or direct the college's affairs, and their agents), instructors, staff, other employees and contractors and train them about the policy and its processes of reporting , investigating and responding complaints of sexual violence involving its students. (Any company participating in offering student internships on their premises must provide an undertaking in writing that is in compliance with all applicable legislation, including the Ontario Human Rights Code and the Occupational Health and Safety Act and will provide its students access to those policies should they encounter issues relating to sexual violence in the workplace.)
- b) Publish the Sexual Harassment & Violence Policy on the College's website and have it posted in conspicuous location on each of its Campuses
- c) Provide a Designate responsible for handling Sexual Violence or Harassment complaints
- d) Assist those who have experienced sexual violence by providing detailed information and support, including provision of and/or referral to counselling and medical care, and appropriate academic and other accommodation;
- e) Treat individuals who disclose sexual violence with compassion recognizing that they are the final decision-makers about their own best interests;
- f) Ensure 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
- g) Keep all personal information, to the extent it is possible, 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 the campus or the broader community are at risk.
- h) Inform students of their right not to report an incident of or make a complaint about sexual violence or not request an investigation should they so choose
- i) Ensure fairness and due process while engaging in appropriate procedures for investigation and adjudication of a complaint in accordance with the College policies and standards,
- j) Ensuring coordination and communication among the various departments who are most likely to be involved in the response to sexual violence on campus;
- k) Providing appropriate education and training to the College community about responding to the disclosure of sexual violence on campus



Reporting and Investigating Reports of Sexual Violence

- l) Under this Policy any student of the college may file a report of an incident or a complaint of sexual violence to the Campus Manager/Designate in writing or call 416-925-9929.
- m) upon receipt of a report of an incident or a complaint of alleged sexual violence being made the (College Designate) will respond promptly by:
 - a. determining whether an investigation should proceed and whether or not the Complainant wishes to participate in the Investigation
 - b. determine who should conduct the investigation based on the seriousness of the allegation i.e. should the incident be referred immediately to police;
 - c. Determine what interim measures, if any, need to be taken pending the investigation process, such as removal of the Respondent or seeking alternate methods of providing necessary course studies.
- n) once an investigation is initiated the Complainant and Respondent will be advised that they may ask another person to be present throughout the investigation
- o) the complainant will be interviewed to ensure a complete understanding of the allegation and gathering information that may not have been included in the written complaint i.e. 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;
- p) the respondent will be interviewed, and details will be provided of the allegations raised and the respondent will be given an opportunity to respond to those allegations to provide any witnesses he/she feels are essential to the Investigation;
- q) any person /s that have or may have, knowledge of the incident along with any identified witnesses will be interviewed
- r) reasonable updates will be provided to the complainant and the respondent about the status of the investigation; and
- s) following the investigation the College will:
 - a. review all evidence collected in the course of investigation
 - b. determine whether sexual violence occurred, and if so
 - c. determine applicable disciplinary action to be taken, (disciplinary action may include expulsion of student, termination of employment of instructor or staff, placing restrictions on the Respondents ability to access certain College premises or facilities or any other actions appropriate to the circumstances)

Appeals

Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision within 5 days by submitting a letter addressed to the Campus Manager/Designate advising of the person's intent to appeal the decision.



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.

Right to Withdraw a Complaint

A complainant has the right to withdraw a complaint at any stage of the process. However, the College may continue to act on the issue identified in the complaint in order to comply with its obligation under this Policy and/or its legal obligations.

Reprisal

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

Multiple Proceedings

Where criminal and/or civil proceedings are commenced in respect of the allegations of sexual violence, the College shall conduct its own independent investigation into such allegations, and will make its own determination in accordance with its policies and procedures. Where there is an ongoing criminal investigation, the College will cooperate with the local police.



SEXUAL ASSAULT AND SEXUAL VIOLENCE PROCEDURE

1. If You Have Experienced Sexual Violence

If you have experienced sexual violence, please call 416-925-9929 x101, and we will assist you by providing all the resources and support you need. If you want to speak to someone directly, please go to your Campus Manager.

Disclosing and reporting incidents of sexual violence is often difficult to do. It is entirely up to you if you choose to report the incident; however, we strongly encourage you to do so.

Please note that you are not required to file a formal complaint to obtain supports, services or appropriate accommodation from the College.

Anyone who has experienced sexual violence has the right to:

- be treated with dignity and respect,
- be believed,
- be informed about on- and off-campus services and resources,
- decide whether or not to access available services and to choose those services they feel will be most beneficial,
- decide whether to report to campus management and/or local police,
- have an on-campus investigation with the institution's full cooperation,
- have a safety plan, and
- Have reasonable and necessary actions taken to prevent further unwanted contact with the alleged perpetrator(s).

2. If You Would like to File a Formal Complaint

Your Campus Manager can also assist you with filing a complaint.

Individuals who have experienced sexual violence may also wish to press charges under the *Criminal Code*. Your Campus Manager can also assist you with contacting the local Police.

3. What to Do if You Witnessed Sexual Violence

If you witness sexual violence, please call 416-925-9929 x101, and we will assist you by providing all the resources and necessary support. If you want to speak to someone directly, please go to: your Campus Manager.

If a member of faculty or staff of the College becomes aware of an allegation of sexual violence against a student or another employee of the College, the faculty or staff is required to report the alleged incident immediately.



4. What to Do if Someone Discloses Allegations of Sexual Violence

If disclosure is made to faculty or staff by a student seeking support or academic accommodation, the faculty or staff should refer the student to the Campus Manager and work with the Campus Manager to ensure that the student receives all necessary academic and other accommodations.

As indicated above, if faculty or staff of the College becomes aware of an allegation of sexual violence against another member of the College community, the faculty or staff is required to report the alleged incident immediately.

5. How Will the College Respond to a Report of Sexual Violence?

Where a complaint of sexual violence has been reported to the College, the College will exercise care to protect and respect the rights of both the complainant and the respondent. The College understands that individuals who have been the victims of sexual violence may wish to control whether and how their experience will be dealt with by the police and/or the College. In most circumstances, the person will retain this control. However, in certain circumstances, the College may be required to initiate an internal investigation and/or inform the police of the need for a criminal investigation, even without the person's consent, if the College believes that the safety of other members of the College community is at risk.

a) Where the Respondent is a Student

It is considered a serious offence and will be addressed in a manner which is consistent with other serious offences and procedures set out in this Policy, and/or other College policies.

b) Where the Respondent is a member of Faculty or Staff

Allegations against faculty and staff will be addressed in accordance with the procedures set out in this Policy, and/or other College policies. If the complaint is sustained following an investigation, the College will decide on the appropriate disciplinary actions.

c) Where the Respondent is not a Student, Faculty or Staff

Contractors, suppliers, volunteers or visitors who attend on campus will be subject to complaints if they engage in prohibited conduct. Where a complaint against the respondent is substantiated, the College will take appropriate action.

All contractual relationships entered into by the College will be governed by a standard contract compliance clause stating that contractors must comply with this Policy and the Ontario *Human Rights Code*, including co-operating in investigations. Breach of the clause may result in penalties, cancellation, or other sanctions.



6. Resources and Supports Available to You

<i>Region in Ontario</i>	<i>Sexual Assault Centre</i>	<i>24-hr Crisis Line</i>	<i>Office Phone</i>
Algoma (Sault Ste. Marie)	Women In Crisis Algoma	1-877-759-1230	705-759-1230
Belleville-Quinte	Sexual Assault Centre for Quinte & District	1-877-544-6424	613-967-6300
Brant	Sexual Assault Centre of Brant	519-751-3471	519-751-1164
Bruce County	Women's House Serving Bruce and Grey: Sexual Assault Services	1-866-578-5566	519-372-1113
Chatham-Kent	Chatham-Kent Sexual Assault Crisis Centre	519-354-8688	519-354-8908
Cornwall	Sexual Assault Support Services for Women, Cornwall	English: 613-932-1603 French: 613-932-1705	613-932-1755
East Algoma (Elliot Lake)	Counselling Centre of East Algoma	1-800-721-0077	705-848-2585
Guelph-Wellington	Guelph-Wellington Women in Crisis	519-836-5710 1-800-265-7233	519-836-1110
Halton (Oakville)	Sexual Assault & Violence Intervention Services of Halton	905-875-1555	906-825-3622
Hamilton	Sexual Assault Centre Hamilton & Area (SACHA)	905-525-4162	905-525-4573
Kawartha (Peterborough & Area)	Kawartha Sexual Assault Centre	705-741-0260	705-748-5901
Kenora	Kenora Sexual Assault Centre	807-468-7233 1-800-565-	807-468-7958
Kingston	Sexual Assault Centre Kingston	613-544-6424 1-877-544-6424	613-545-0762
Waterloo	Sexual Assault Support Centre of Waterloo Region	519-741-8633	519-571-0121
London-Middlesex	Sexual Assault Centre London	519-438-2272 1-877-529-2272	519-439-0844
Muskoka	Athena's Sexual Assault Counselling & Advocacy Centre	705-737-2008 1-800-987-0799	705-737-2884
Niagara	Niagara Region Sexual Assault Centre	905-682-4584	905-682-7258
Nipissing	Amelia Rising Sexual Assault Centre of Nipissing	705-476-3355	705-840-2403
Oshawa-Durham	Oshawa-Durham Rape Crisis Centre	905-668-9200	905-444-9672
Ottawa SASC	Sexual Assault Support Centre of Ottawa	613-234-2266	613-725-2160
Ottawa RCC	Ottawa Rape Crisis Centre	613-562-2333	613-562-2334
Peel	Hope 24/7: Sexual Assault Centre of Peel	1-800-810-0180	905-792-0821
Renfrew Region in Ontario	Women's Sexual Assault Centre of Renfrew County	1-800-663-3060	613-735 – 5551
Sarnia-Lambton	Sexual Assault Survivors' Centre Sarnia-Lambton	519-337-3320	519-337-3154
Sudbury	Voices for Women		705-523-7100 ext. 2647
Thunder Bay	Thunder Bay Sexual Abuse & Sexual Assault Counselling & Crisis Centre	807-344-4502	807-345-0894



Timmins	Timmins and Area Women in Crisis	1-877-268-8380	705-268-8381
Toronto	Multicultural Women Against Rape/Toronto Rape Crisis Centre	(416) 597-8808	416-597-1171
Windsor-Essex	Sexual Assault Crisis Centre of Essex County	519-253-9667	519-253-3100
York	Women's Support Network of York Region	1-800-263-6734 905-895-7313	905-895-3646

7. Services in GTA:

- Emergency Services (Police, Ambulance, Fire) dial 911
- Women's College Hospital Sexual Assault / Domestic Violence : 416.323.6040 Toronto Rape Crisis Centre : 416.597.8808
- YWCA Toronto 416-497-7151 ext. 266: Healing from Violence and Trauma Groups
- The Gatehouse (in case there are historical issues of childhood sexual abuse that compound a recent incident) 416-255-5900
- Tropicana Community Services (Counselling for the Black Community) 416-439-9009
Scarborough Hospital Sexual Assault/Domestic Violence Care Centre 416-495-2555
- Barbara Schlifer Commemorative Clinic (Counselling and legal support): 416-323-9149
Assaulted Women's Helpline: 1.866.863.0511
- Support Services for Male Survivors of Sexual Abuse: 1-866-887-0015 211 (information and referral line)
- Anishnawbe Health: 416-891-8606
- Toronto Family Services Association: 416-595-9618 Distress Line: 416-408-4357
- David Kelly Services (LGBTQ): 416-595-9618
- 519 Church Street Community Centre (LGBTQ Counselling and Legal Support): 416-392-6874
LGBTQ Youthline: 1-800-268-9688
- Gerstein 24 hour Crisis Line: 416-929-5200