



SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY & PROCEDURE

1. Policy Application

The Policy applies to all members including employees, service providers and students of Conbridge College of Business and Technology

2. The Scope

The Policy applies to complaints of sexual violence that have occurred on Conbridge College of Business and Technology or at a one of our events and involve our students.

3. Purpose and Intent

All of Conbridge College of Business and Technology students and employees have a right to work or study in an environment free of sexual violence.

This document sets out our policy on sexual violence involving all our members, defines the prohibited behaviours, and outlines our investigative processes for sexual violence.

4. Policy Objectives

Conbridge College of Business and Technology to providing our students with an educational environment free from sexual violence and treating those students who report incidents of sexual violence with dignity and respect.

To that end Conbridge College of Business and Technology will provide a copy of the policy to our students, educate and train them together with our career college management, employees and contractors about this Policy and how to identify situations that involve, or could progress into sexual violence against our students and how to reduce it.

Where a complaint has been made, under this Policy, of sexual violence Conbridge College of Business and Technology will take all reasonable steps to investigate it, including as follows:

- a. responding promptly to any complaint and providing reasonable updates to the complainant and the respondent about the status of the investigation;
- b. assisting those who have experienced sexual violence or sexual harassment in obtaining counselling and medical care;
- c. providing those who have experienced sexual violence or sexual harassment with appropriate academic and other accommodation;
- d. providing those who have experienced sexual violence or sexual harassment with information about reporting options; and
- e. Providing on-campus investigation procedures for sexual violence and sexual harassment complaints.

5. Definition of Sexual Violence

Sexual Harassment:

Sexual harassment is any interaction between individuals, regardless of gender, that can be characterized as unwelcome sexual advances or misconduct. This includes but is not limited to:

- Requests for sexual favors;
- Verbal conduct

- of a sexual nature;
- Physical conduct of a sexual nature;
- Submission to sexual favours or conduct as being implied as a condition of an employee's employment or student's enrollment;
- Implying that rejection of sexual advances will affect employment decisions regarding that individual;
- Creating a sexually intimidating or offensive working environment; or
- Creating a sexually degrading, humiliating, or hostile work environment. (Generally, a single sexual joke, offensive epithet, or request for a date does not constitute a hostile environment of sexual harassment; however, being subjected to such jokes, epithets, or requests on more than one occasion may constitute a hostile environment of sexual harassment.)

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 harassment, stalking, indecent exposure, voyeurism, and sexual exploitation

Voyeurism:

Observing a person for a sexual purpose, including by mechanical or electronic means, or making a visual recording of a person who is in circumstances that gives rise to a reasonable expectation of privacy. Voyeurism also includes, but is not limited to, circumstances where the observation or recording is done surreptitiously in a public or private setting for a sexual purpose without the person's consent.

Consent:

The explicit, ongoing, informed and voluntary agreement to engage in physical contact or sexual activity. Consent cannot be given by someone who is incapacitated (such as by drugs or alcohol), unconscious, or otherwise unable to understand and voluntarily give consent.

6. Reporting and Responding to Sexual Violence

Students, faculty and staff of Conbridge College of Business and Technology will take all reasonable steps to prevent sexual violence involving our students on our college campus or events by reporting immediately to the Conbridge College Administrator if our students have been subject to, or they have witnessed or have knowledge of sexual violence involving our students, or have reason to believe that sexual violence has occurred or may occur which involves our students.

Subject to paragraph 7 below, to the extent it is possible, Administrator of Conbridge College of Business and Technology 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 on our campus or the broader community are at risk.

Conbridge College of Business and Technology recognizes the right of the complainant to determine how her or his complaint will be dealt with. However, in certain circumstances, Conbridge College of Business and Technology 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.

A complainant seeking accommodation should contact Administrator of Conbridge College of Business and Technology

7. Investigating Reports of Sexual Violence

A complaint of sexual violence may be filed under this Policy, by any student of our career college, to the Administrator in writing.

A complainant may ask another person to be present during the investigation.

Upon a complaint of alleged sexual violence being made the Administrator initiate an investigation, including as follows:

- a. determining whether the incident should be referred immediately to police;
- b. determining what interim measures, if any, need to be taken during the investigation;
- c. meeting with the complainant to determine 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;
- d. interviewing the complainant, any person involved in the incident and any identified witnesses;
- e. interviewing any other person who may have knowledge of incidents related to the complaint or any other similar incidents;
- f. informing the respondent of the complaint, providing details of the allegations and giving the respondent an opportunity to respond to those allegations;
- g. providing reasonable updates to the complainant and the respondent about the status of the investigation; and
- h. Determining what disciplinary action, if any, should be taken.

8. Disciplinary Measures

If it is determined by Conbridge College of Business and Technology that a student of our career college has been involved in sexual violence, immediate disciplinary or corrective action will be taken up to and including termination of employment of instructors or staff or expulsion of a student.

In cases where criminal proceedings are initiated, Conbridge College of Business and Technology 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 Conbridge College of Business and Technology may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.

9. Making False Statements

It is a violation of this Policy for anyone to knowingly make a false complaint of sexual violence 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 of instructors or staff or expulsion of a student.

10. Reprisal

It is a violation of this Policy to retaliate or threaten to retaliate against a complainant, 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.

11. Review

This policy will be reviewed 3 years after it is first implemented.

12. Resources

TBD- Appendix 1 lists provincial rape crisis centres which could be provided as resources.

13. Collection of Student Data

Conbridge College of Business and Technology 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 32.3 (8), (9) and (10) 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, head to www.satcontario.com

Toronto

Oasis Centre des Femmes

Téléphone : 416-591-6565

Courriel : services@oasisfemmes.org

<http://oasisfemmes.org/>

Sexual Assault & Domestic Violence CareCentre at the Women's College Hospital 24-HOUR MEDICAL CARE CENTRE FOR ADULTS WHO HAVE BEEN VICTIMS OF SEXUAL ASSAULT, OFFERING EMERGENCY AND FOLLOW-UP CARE.



LOCATION & CONTACT INFORMATION

Main Building

Women's College Hospital
76 Grenville Street
Toronto, ON M5S 1B2
Switchboard: 416-323-6400
Email: info@wchospital.ca
Hours of Service Monday - Friday 6 a.m. to 7 p.m.
<http://womenscollegehospital.ca/programs/program116.html>

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