

Schedule F - Career College Sexual Violence Policy Template (October 21, 2016)

1. Sexual Violence Policy

- (a) Bryan College is committed to providing its students with an educational environment free from sexual violence and treating its students who report incidents of sexual violence with dignity and respect.
- (b) Bryan College 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.
- (c) 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) Bryan College shall include a copy of the Sexual Violence Policy in every contract made between it and its students, and provide a copy of the Sexual Violence Policy to career college management (corporate directors, controlling shareholders, owners, partners, other persons who manage or direct the career 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 to complaints of sexual violence involving its students. *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 Sexual Violence Policy shall be published on its website (or where the Career College does not have a website in a conspicuous location on each of its campuses).
- (c) Career college management, instructors, staff, other employees and contractors of Bryan College will report incidents of or complaints of sexual violence to the Bryan College Campus President upon becoming aware of them.
- (d) Students who have been affected by sexual violence or who need information about support services should contact the Bryan College Campus President.
- (e) Subject to Section 4 below, to the extent it is possible, Bryan College 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) Bryan College 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, Bryan College 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, Bryan College will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact Bryan College Campus President.

In this regard, Bryan College 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 Bryan College may file a report of an incident or a complaint to Bryan College Campus President in writing. The other officials, offices or departments that will be involved in the investigation are (Insert Titles).

(b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Bryan College Campus President 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, Bryan College 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 Bryan College Campus President 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 5 below.

5. Disciplinary Measures

- (a) If it is determined by Bryan College 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 or 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 Campus President within ten days by submitting a letter addressed to the Campus President 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 or 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) Bryan College shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.
- (b) Bryan College shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. This date is January 2020.

10. Collection of Student Data

- (a) Bryan College 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

Provincial Rape Crisis Centre

Canadian Association of Sexual Assault
Centres
Ontario, Provincial, English
Assaulted Women's Helpline

Français

Toll Free: [1-866-863-0511](tel:1-866-863-0511)
#SAFE (#7233) on Bell, Rogers, Fido or
Telus mobile
TTY: [416-364-8762](tel:416-364-8762)
www.awhl.org

Fem'aide
Telephone Toll-Free: [1-877-336-2433](tel:1-877-336-2433)
ATS: [1-866-860-7082](tel:1-866-860-7082)
www.femaide.ca

Sexual Assault/Domestic Violence Treatment Centres

Alliston, Barrie, Collingwood, Midland and Orillia,
Huronias
Transition Homes operates La Maison Rosewood
Shelter (Midland) & Athena's Sexual Assault
Counselling and Advocacy Centre
24-Hour Crisis Line:
Barrie: [705-737-2008](tel:705-737-2008) or [1-800-987-0799](tel:1-800-987-0799)
Midland: [705-526-4211](tel:705-526-4211) or 1-800-461-175
Office: [705-526-3221](tel:705-526-3221)
www.huroniatransitionhomes.ca

Bracebridge
Muskoka/Parry Sound Sexual Assault Services
Parry Sound District Office
Office: [705-774-9083](tel:705-774-9083) or 1-877-851-6662
www.daphnewymn.com
Muskoka District Office
Office: [705-646-2122](tel:705-646-2122) or 1-877-406-1268
www.daphnewymn.com

Brockville
Assault Response & Care Centre
Office: [613-345-3881](tel:613-345-3881) or 1-800-567-7415
arcc@bgh-on.ca
www.arc-c.ca

Cornwall
Sexual Assault Support Services for Women
Office: [613-932-1755](tel:613-932-1755)
<http://sassforwomen.ca/>
Iethinisten:ha Women's Shelter
Akwasasne Family Violence Program
24-Hour Crisis: [1-800-480-4208](tel:1-800-480-4208)
Phone: [613-937-4322](tel:613-937-4322)
www.akwasasne.ca/iethinistenha-women's-shelter
Eganville
Women's Sexual Assault Centre of Renfrew County
24-Hour Crisis: [1-800-663-3060](tel:1-800-663-3060)
Office: [613-735-5551](tel:613-735-5551)
www.wsac.ca

Hamilton
Sexual Assault Centre (Hamilton and Area)
Crisis: [905-525-4162](tel:905-525-4162)
Office: [905-525-4573](tel:905-525-4573)
TTY: [905-525-4592](tel:905-525-4592)

Belleville
Sexual Assault Centre for Quinte and District
Toll-Free: [1-877-544-6424](tel:1-877-544-6424)
Office: [613-967-6300](tel:613-967-6300)
www.sacqd.com

Brantford
Sexual Assault Centre of Brantford
Crisis: [519-751-3471](tel:519-751-3471)
Office: [519-751-1164](tel:519-751-1164)
sexualassaultcentre@sacbrant.ca
<http://sacbrant.ca/>

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

Durham Region
Durham Rape Crisis Centre
Crisis: [905-668-9200](tel:905-668-9200)
Office: [905-444-9672](tel:905-444-9672)
info@drcc.ca
www.drcc.ca

Guelph
Guelph-Wellington Women in Crisis
Crisis: [519-836-5710](tel:519-836-5710)
[1-800-265-7233](tel:1-800-265-7233)
Office: [519-823-5806](tel:519-823-5806)
www.gwwomenincrisis.org

Kenora
Kenora Sexual Assault Centre
Crisis: [807-468-7233](tel:807-468-7233) or 1-800-565-6161
Office: [807-468-7958](tel:807-468-7958)
www.kenoralsexualassaultcentre.com

www.sacha.ca

Kingston
Sexual Assault Centre Kingston
Crisis: [613-544-6424](tel:613-544-6424) or 1-877-544-6424
Office: [613-545-0762](tel:613-545-0762)
sack@sackington.com
www.sackington.com

London
Sexual Assault Centre London
Crisis: [519-438-2272](tel:519-438-2272)
Office [519-439-0844](tel:519-439-0844)
TTY: [519-439-0690](tel:519-439-0690)
sacl@sacl.ca
www.sacl.ca

Peel Region
Hope 24/7 (for. the Sexual Assault/Rape Crisis
Centre of Peel)
Crisis: [1-800-810-0180](tel:1-800-810-0180)
Office: [\(905\) 792-0821](tel:905-792-0821)
<http://hope247.ca/>

North Bay
Amelia Rising Women's Sexual Assault Centre of
Nipissing/centre d'agressions sexuelles de
Nipissing
Crisis: [705-476-3355](tel:705-476-3355)
Office: [705-840-2403](tel:705-840-2403)
TTY: [\(705\) 840-5877](tel:705-840-5877)
info@ameliarising.ca
www.ameliarising.ca

Orangeville
Family Transition Place
Crisis: [1-800-265-9178](tel:1-800-265-9178)
Office: [519-942-4122](tel:519-942-4122)
www.familytransitionplace.ca

Ottawa
Sexual Assault Support Centre
Crisis: [613-234-2266](tel:613-234-2266)
Phone: [613-725-2160](tel:613-725-2160)
TTY: [613-725-1657](tel:613-725-1657)
info@sascottawa.com
<http://sascottawa.com>
Ottawa Rape Crisis Centre
Crisis: [613-562-2333](tel:613-562-2333)
Office: [613-562-2334](tel:613-562-2334)
<http://orcc.net/>

Sarnia-Lambton
Sexual Assault Survivors Centre Sarnia-Lambton

Kitchener-Waterloo
Sexual Assault Support Centre of Waterloo Region
Crisis: [519.741.8633](tel:519-741-8633)
Office: [519.571.0121](tel:519-571-0121)
info@sascwr.org
www.kwsasc.org

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

Newmarket
Women's Support Network of York Region
Crisis: [1-800-263-6734](tel:1-800-263-6734) or 905-895-6734
Office: [\(905\) 895-3646](tel:905-895-3646)
www.womensupportnetwork.ca

Oakville
Sexual Assault & Violence Intervention Services
of Halton
Crisis: [905-875-1555](tel:905-875-1555) or 1-877-268-8416
Office: [905-825-3622](tel:905-825-3622)
www.savisofhalton.org

Sault Ste Marie
Women in Crisis (Algoma) Inc.
Crisis: [705-759-1230](tel:705-759-1230) or 1-877-759-1230
www.womenincrisis.ca

Peterborough & Kawartha
Kawartha Sexual Assault Centre
Crisis: [\(705\) 741-0260](tel:705-741-0260) or 1-866-298-7778
Office/TTY: [\(705\) 741-0260](tel:705-741-0260)
www.kawarthasexualassaultcentre.com
YWCA Peterborough Haliburton
Crisis: [1-800-461-7656](tel:1-800-461-7656)
Office: [705.743.3526 x 130](tel:705-743-3526 x 130)
www.ywcapeterborough.org

Simcoe
Haldimand & Norfolk Women's Service

Crisis: [519 337-3320](tel:5193373320) or 1-888-231-0536
Office: [\(519\) 337-3154](tel:5193373154)
www.sexualassaultsarnia.on.ca

St. Catharines
Niagara Region Sexual Assault Centre
Crisis: [\(905\) 682-4584](tel:9056824584)
Office: [\(905\) 682-7258](tel:9056827258)
carsa@sexualassaultniagara.org
<http://sexualassaultniagara.org/>

Timmins
Timmins and Area Women in Crisis
Crisis: [1-877-268-8380](tel:18772688380) (sexual assault)
Crisis: [1-855-827-7233](tel:18558277233) (shelter)
Office: [\(705\) 268-8381](tel:7052688381)
info@tawc.ca
<http://www.tawc.ca/>

Windsor
Sexual Assault Crisis Centre of Essex County
Crisis: [519-253-9667](tel:5192539667)
www.saccwindsor.net

Crisis: [1-800-265-8076](tel:18002658076)
TTY: [1-800-815-6419](tel:18008156419)
Office: [519-426-8048](tel:5194268048)
www.hnws.on.ca

Thunder Bay
Thunder Bay Sexual Assault and Sexual Abuse
Crisis and Counselling Centre
Office: [\(807\) 345-0894](tel:8073450894) or 1-866-311-5927
tb counselling@tbsasa.org
www.tbsasa.org

Toronto
Oasis Centre des Femmes
Téléphone : [416-591-6565](tel:4165916565)
Courriel : services@oasisfemmes.org
<http://oasisfemmes.org/>

Toronto Rape Crisis Centre: Multicultural Women
Against Rape
Crisis: [416-597-8808](tel:4165978808)
Office: [416-597-1171](tel:4165971171)
info@trccmwar.ca
crisis@trccmwar.ca
www.trccmwar.ca

Woodstock
Domestic Abuse Services Oxford
Crisis: [519 539-4811](tel:5195394811) or 1-800-265-1938
info@daso.ca
www.daso.ca