

## POLICY STATEMENT

### SEXUAL VIOLENCE POLICY

ABC Access Business 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.

ABC Access Business College has adopted this Sexual Violence Policy, which:

- (a) 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”.

#### **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.

#### **Training, Reporting and Responding to Sexual Violence**

- (a) ABC Access Business 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 ABC Access Business 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 or WORK placements on their premises must adhere to all relevant ABC Access Business College policies such as Sexual Violence & Harassment policy, 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) This ABC Access Business College Sexual Violence Policy is published on the ABC Access Business College’s website at [www.accessbuscollege.com/policy](http://www.accessbuscollege.com/policy)
- (c) ABC Access Business College management, instructors, staff, other employees and contractors of ABC Access Business College will report incidents of or complaints of sexual violence to the Campus Director 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.
- (e) Subject to Section 4 below, to the extent it is possible, ABC Access Business 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) ABC Access Business College recognizes the right of the Complainant not to report an incident 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, ABC Access Business 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, ABC Access Business College 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, ABC Access Business 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 this Policy. Students are not required to file a formal complaint in order to access supports and services.

### **Investigating Reports of Sexual Violence**

- (a) Under this Sexual Violence Policy, any student of ABC Access Business College may file a report of an incident or a complaint to the Campus Director in writing.
- (b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, the Campus Director 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 and determine what other officials, offices or departments involved in the investigation;
  - (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, ABC Access Business College may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and 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;
  - (vi) and following the investigation, the Campus Director will:
    - A. review all 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 4 below.

### **Disciplinary Measures**



- (a) If it is determined by ABC Access Business 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.

#### **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 ABC Access Business College Campus Director within 5 days by submitting a letter addressed to the Campus Director advising of the person's intent to appeal the decision.

#### **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.

#### **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.

#### **Review**

- (a) Subsequent to the initial implementation of this policy, ABC Access Business College shall ensure that student input is considered in the further development of its Sexual Violence Policy and every time it is reviewed or amended.
- (b) ABC Access Business College shall review its Sexual Violence Policy three years after it is first implemented and amend it where appropriate. This date is July 1, 2020.

#### **Collection of Student Data**

- (a) ABC Access Business 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 32.1 (8), (9), (10) and (11) of Schedule 5 of the Private Career Colleges Act, 2005 as amended.

**Community Resources**

It is often difficult for those who have directly experienced sexual violence to disclose and report the incident, and the ABC Access Business College is committed to the highest level of confidentiality. Additionally, we make several community resources available to our ABC Access Business College members, including:

Appendix 1

SEXUAL ASSAULT CENTRES (ONTARIO)

Region in Ontario	Sexual Assault Centre	24-hr Crisis Line	Office Phone Number
Algoma (Sault Ste. Marie)	<a href="#">Women In Crisis Algoma</a>	1-877-759-1230	705-759-1230
Belleville-Quinte	<a href="#">Sexual Assault Centre for Quinte &amp; District</a>	1-877-544-6424	613-967-6300
Brant	<a href="#">Sexual Assault Centre of Brant</a>	519-751-3471	519-751-1164
Bruce County	<a href="#">Women's House Serving Bruce and Grey: Sexual Assault Services</a>	1-866-578-5566	519-372-1113
Chatham-Kent	<a href="#">Chatham-Kent Sexual Assault Crisis Centre</a>	519-354-8688	519-354-8908
Cornwall	<a href="#">Sexual Assault Support Services for Women, Cornwall</a>	English: 613-932-1603 French: 613-932-1705	613-932-1755
Durham	<a href="#">Durham Rape Crisis Centre</a>	905-668-9200	905-444-9672
East Algoma (Eloitt Lake)	<a href="#">Counselling Centre of East Algoma</a>	1-800-721-0077	705-848-2585
Guelph-Wellington	<a href="#">Guelph-Wellington Women in Crisis</a>	519-836-5710 1-800-265-7233	519-836-1110
Halton (Oakville)	<a href="#">Sexual Assault &amp; Violence Intervention Services of Halton</a>	905-875-1555	906-825-3622
Hamilton	<a href="#">Sexual Assault Centre Hamilton &amp; Area (SACHA)</a>	905-525-4162	905-525-4573
Kawartha (Peterborough & Area)	<a href="#">Kawartha Sexual Assault Centre</a>	705-741-0260	705-748-5901
Kenora	<a href="#">Kenora Sexual Assault Centre</a>	807-468-7233 1-800-565-6161	807-468-7958

Kingston	<a href="#">Sexual Assault Centre Kingston</a>	613-544-6424	613-545-0762
		1-877-544-6424	
Waterloo	<a href="#">Sexual Assault Support Centre of Waterloo Region</a>	519-741-8633	519-571-0121
London-Middlesex	<a href="#">Sexual Assault Centre London</a>	519-438-2272 1-877-529-2272	519-439-0844
Muskoka Parry Sound	<a href="#">Muskoka Parry Sound Sexual Assault Services</a>	1-800-461-2929	Parry Sound: 705-774-9083 Toll free: 1-877-851-6662  Muskoka: 1 877 406-1268
Niagara	<a href="#">Niagara Region Sexual Assault Centre</a>	905-682-4584	905-682-7258
Nipissing	<a href="#">Amelia Rising Sexual Assault Centre of Nipissing</a>	705-476-3355	705-840-2403
Oshawa-Durham	<a href="#">Oshawa-Durham Rape Crisis Centre</a>	905-668-9200	905-444-9672
Ottawa SASC	<a href="#">Sexual Assault Support Centre of Ottawa</a>	613-234-2266	613-725-2160
Ottawa RCC	<a href="#">Ottawa Rape Crisis Centre</a>	613-562-2333	613-562-2334
Peel	<a href="#">Hope 24/7: Sexual Assault Centre of Peel</a>	1-800-810-0180	905-792-0821
Renfrew	<a href="#">Women's Sexual Assault Centre of Renfrew County</a>	1-800-663-3060	613-735 – 5551
Sarnia-Lambton	<a href="#">Sexual Assault Survivors' Centre Sarnia-Lambton</a>	519-337-3320	519-337-3154
Simcoe	<a href="#">Athena's Sexual Assault Services</a>	705-737-2008 1-800-987-0799	705-737-2884
Sudbury	<a href="#">Voices for Women Sudbury</a>		705-523-7100 ext. 2647
Thunder Bay	<a href="#">Thunder Bay Sexual Abuse &amp; Sexual Assault Counselling &amp; Crisis Centre</a>	807-344-4502	807-345-0894
Timmins	<a href="#">Timmins and Area Women in Crisis</a>	1-877-268-8380	705-268-8381
Toronto	<a href="#">Toronto Rape Crisis Centre</a>	(416) 597-8808	416-597-1171

Windsor-Essex	<a href="#">Sexual Assault Crisis Centre of Essex County</a>	519-253-9667	519-253-3100
York	<a href="#">Women's Support Network of York Region</a>	1-800-263-6734, 905-895-7313	905-895-3646

**Other Resources and Supports Available to You**

**Good to Talk**

Post-Secondary Student Helpline– Free 24/7/365 professional, anonymous support for students  
1-866-925-5454  
<http://www.good2talk.ca/>

**Student Lifeline**

Professional support for maintaining a healthy balance between school, work and everyday life. Confidential consultations, counselling, community referrals, resources (articles, CD's, booklets), and online tools (blogs, podcasts, Depression and Stop Smoking Centres)

1-877-418-1537  
Tty/tdd 1-877-371-9978  
LifeWorks.com

**Pour le support francophone aux femmes victimes d'agression sexuelle:**

**CALACS (Francophone Sexual Assault Centres) in Ontario**

Centre Passerelle pour femmes: CALACS du Nord de l'Ontario  
[www.centrepasserelle.ca](http://www.centrepasserelle.ca)  
C.P. 849 Timmins (Ontario) P4N 7G7  
705 360-5657

**Centre francophone d'aide et de lutte contre les agressions à caractère sexuel d'Ottawa**

[www.calacs.ca](http://www.calacs.ca)  
40, rue Cobourg  
Ottawa (Ontario) K1N 8Z6  
613 789-8096  
[calacs@calacs.ca](mailto:calacs@calacs.ca)

**Centre Novas : Centre francophone d'aide et de lutte contre les agressions à caractère sexuel de Prescott-Russell**

[www.centrenovas.ca](http://www.centrenovas.ca)  
C.P. 410  
Casselman (ON) K0A 1M0  
613 764-5700  
1 866 772-9922 poste 221  
[administration@centrenovas.ca](mailto:administration@centrenovas.ca)

**Carrefour des femmes du Sud-Ouest de l'Ontario: CALACS de la région du Sud-Ouest**

[www.carrefourfemmes.on.ca](http://www.carrefourfemmes.on.ca)  
Casier Postal 774, London (ON) N6A 4Y8  
519 858-0954  
1 888 858-0954  
[bienvenue@carrefourfemmes.on.ca](mailto:bienvenue@carrefourfemmes.on.ca)

**Centre Victoria pour femmes**

[www.centrevictoria.ca](http://www.centrevictoria.ca)



C.P. 308  
Sudbury (ON) P3E 4P2  
705 670-2517  
info@centrevictoria.ca

**Centr'Elles, centre des Femmes Francophones du Nord-Ouest de l'Ontario**

www.centrelles.com  
P.O. Box 26058  
Thunder Bay (Ontario)  
P7B 0B2  
807 684-1955  
1 888 415-4156  
admin@centrelles.com

**Oasis Centre des femmes**

www.oasisfemmes.org  
465 Yonge Street PO Box 73022 Wood Street PO Toronto ON M4Y 2W5  
Toronto  
416 591-6565  
services@oasisfemmes.org

**Colibri – Centre des femmes francophones du comté de Simcoe**

www.centrecolibri.ca  
80, rue Bradford, bureau 340  
Barrie (ON) L4N 6S7  
Barrie  
705 797-2060  
1 877 797-2050  
admin@centrecolibri.ca

**Centre de santé communautaire Hamilton/Niagara – Espace entre Elles**

www.centredesantecommunautaire.com  
1320 rue Barton Est  
Hamilton (Ontario) L8H 2W1  
905 528-0163  
1 866 437-7606  
cschn@cschn.ca

Pour le support francophone aux femmes victimes d'agression sexuelle, se il vous plaît visitez (*for French-language support to women victims of sexual assault, please also visit*): Action ontarienne contre la violence faite aux femmes.

**Acknowledgements:**

Several resources contributed to the development of this document, including the sexual assault policies and procedures from several colleges and universities in Ontario, notably, Durham College, University of Guelph and Lakehead University. The Ontario Women's Directorate resource, "Developing a Response to Sexual Violence: A Resource Guide for Ontario's Colleges and Universities" served as a reference. In addition, the Ontario Coalition of Rape Crisis Centres provided a list of sexual assault centres in Ontario and their hotline numbers.





