Sexual Violence Policy

Academy of Learning Career College

1. Sexual Violence Policy

(a) The Academy of Learning Career 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.

(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) The Academy of Learning Career College shall provide students with a copy of the Sexual Violence Policy, and the acknowledgement 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. They will also receive training 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 complete Sexual Violence Policy shall be published and posted in the campus reception area. Additional copies can be provided upon request.

(c) Any person subject to, or witnessing incidents of, or complaints of, sexual violence should report to the Human Resources Generalist, Kim-Michael Black, kim.black@aoltoronto.com, (416) 969-8845, ext. 229 or to Training and Development Director, Annie Amenshewa, annie@aoltoronto.com, (416) 969-8845, ext. 243, upon becoming aware of them.

(d) Students who have been affected by sexual violence or who need information about support services should contact the Human Resources Generalist, Kim-Michael Black, kim.black@aoltoronto.com, (416) 969-

8845, ext. 229 or the Training and Development Director, Annie Amenshewa, annie@aoltoronto.com, (416) 969-8845, ext. 243.

(e) Subject to Section 4 below, to the extent it is possible, the Academy of Learning Career 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.

(ii) ensuring that the documentation is kept in a separate section of the digital file from that of the Complainant/student or the Respondent.

(f) The Academy of Learning Career 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) above, in certain circumstances, the Academy of Learning Career 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, the Academy of Learning Career College will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact the Chief Operating Officer or Designate.

(i) In this regard, the Academy of Learning Career 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 the Academy of Learning Career College may file a report of an incident or a complaint in writing to the Human Resources Generalist, Kim-Michael Black at kim.black@aoltoronto.com or to the Training and Development Director, Annie Amenshewa at annie@aoltoronto.com. The other department(s) that may 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, to the Human Resources Generalist, Kim-Michael Black, or Designate, 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 with 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, the Academy of Learning Career 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;

The Human Resources Generalist, Kim-Michael Black, or Designate, will be:

(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 following the investigation, the Human Resources Generalist, Kim-Michael Black, or Designate, will:

(vi) review all of the evidence collected during the investigation;

(vii) determine whether sexual violence occurred, and if so

(viii) 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 the Academy of Learning Career 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, 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 Human Resources within 7 business days by submitting a letter addressed to **100 York Blvd. Suite 400, Richmond Hill, ON, L4B 1J8, Attention: Director of Human Resources**, advising of the person's intent to appeal the decision.

(b) Should the Complainant or the Respondent not agree with the decision resulting from the interaction with the Director of Human Resources, he or she may appeal the decision to the Ministry of Colleges, Universities, Research Excellence and Security (MCURES) by submitting the inquiry at the Program Approval & Registration Information System (PARIS). Students shall register in PARIS at this link: https://www.pcc.tcu.gov.on.ca/PARISExtWeb/public/register.xhtml with a "Student" type profile. Once they login, students shall click on Inquiry.

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.

(c) If students, in good faith, report an incident of, or make a complaint about, sexual violence, they will not be subject to discipline or sanctions for violations of the private career college's policies relating to drug or alcohol use at the time the alleged sexual violence occurred.

(d) Students who disclose their experience of sexual violence through reporting an incident of, making a complaint about, or accessing supports and services for sexual violence will not be asked irrelevant questions during the investigation process by the private career college's staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history.

9. Review

(a) The Academy of Learning Career 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) The Academy of Learning Career College shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. The date of this revision is July 17, 2024.

10. Collection of Student Data

(a) The Academy of Learning Career College shall collect and be prepared to provide upon request by the Superintendent of Career Colleges such data and information as required according to Subsections 32. 1 (8), (9), (10) and (11) of Schedule 5 of the Ontario 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: https://www.sadvtreatmentcentres.ca/find-a-centre/

Alliston, Barrie, Collingwood, Midland and Orillia
Huronia 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: (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/

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'aggressions 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 & Kawarthas
Kawartha Sexual Assault Centre
Crisis: (705) 741- 0260 or 1-866-298-7778
Office/TTY: (705) 741-0260
www.kawarthasexualassaultcentre.com

Iethinisten:ha Women's Shelter Akwasasne Family Violence
Program 24-Hour Crisis: 1-800-480-4208
Phone: 613-937-4322
www.akwesasne.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-Hou
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.kenorasexualassaultcentre.com

Kingston
Sexual Assault Centre Kingston
Crisis: 613-544-6424 or 1-877-544-6424
Office: 613-545-0762
sack@sackingston.com www.sackingston.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