



## Sexual Violence Policy

Policy Effective Date: Immediately

Review Date: February 6, 2023

### 1) Sexual Violence Policy

- a) Canadian Business Skills College of Technology 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) Canadian Business Skills College of Technology has adopted this Sexual Violence Policy, which defines sexual violence and outlines its training, report, investigative and disciplinary responses to complaints of Sexual violence made by its students and 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) Definitions

- a) 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, what 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.
- b) Harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.
- c) Workplace Sexual Harassment means engaging in a course of vexatious comment or conduct or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome or making sexual solicitation or advance where the person making the solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or



advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome

- d) Consent is the active on going, informed and voluntary agreement to engage in sexual activity. Consent cannot be given by some whose judgement is materially impaired, unconscious, or otherwise unable to understand and voluntarily give consent. Consent can never be obtained through threats, trickery, coercion, pressure or other forms of control or intimidation and may be withdrawn at any time. Consent may be compromised where individuals are in a position of power, trust or authority over the person whose consent is required. The Consumption of alcohol or drugs does not provide any excuse from obtaining consent. Consent cannot be given on behalf of another person.

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

- a) Canadian Business Skills College of Technology 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.
- c) Career College management, instructors, staff, other employees and contractors of Canadian Business Skills College of Technology will report incidents of or complaints of sexual violence to Campus Administrator Lian Zhang upon becoming aware of them.
- d) Students who have been affected by sexual violence or who need information about support services should contact Campus Administrator Lian Zhang.
- e) 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 of the alleged sexual violence occurred.

- f) 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.
- g) Subject to Section 4 below, to the extent it is possible, Canadian Business Skills College of Technology will attempt to keep all personal information of persons involved in the investigation confidential except in those circumstances where it believe 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.
- h) Canadian Business Skills College of Technology 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.
- i) Notwithstanding (f), in certain circumstances, Canadian Business Skills College of Technology may be required b 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 if its campus or the broader community is at risk.
- j) In all cases, including (f) above, Canadian Business Skills College of Technology will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact Campus Administrator George Li.



- i) In this regard, Canadian Business Skills College of Technology 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 Canadian Business Skills College of Technology may file a report of an incident or a complaint to Campus Administrator George Li in writing. The other officials, offices or department that will be involved in the investigation is Executive Director Sunny Sheng.
- b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Campus Administrator George Li 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, Canadian Business Skills College of Technology 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 of time of the incident, the personal 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 Campus Administrator George Li will:
    - (1) Review all of the evidence collected during the investigation;
    - (2) Determine whether sexual violence occurred; and if so
    - (3) Determine what disciplinary action, if any, should be taken as set out in Section 5 below.

#### **5) Disciplinary Measure**

- a) If it is determined by Canadian Business Skills College of Technology that the Respondent did engage in sexual violence;
  - 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 Principal John Williams within 10 business days by submitting a letter addressed to Principal John Williams 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) Canadian Business Skills College of Technology shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.
- b) Canadian Business Skills College of Technology shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. This date is February 6, 2026.

**10) Collection of Student Data**

- a) Canadian Business Skills College of 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 32.1 (8), (9), (10) and (11) of Schedule 5 of the Private Career College Act, 2005 as amended.



**Supports and Services Available in the Community**

<b>Name of Services</b>	<b>Supports Available</b>	<b>Contact Information</b>
Women's College Hospital Sexual Assault and Domestic Violence Care Centre	<p>For those assaulted within the past week, this support is available 24-hours a day, seven days a week. Women, men, and trans people who are survivors of sexual assault and/or domestic/intimate partner violence can access this support.</p> <p><a href="http://www.womenscollegehospital.ca/programs-and-services/sexual-assault-domestic-violence-care-centre/">www.womenscollegehospital.ca/programs-and-services/sexual-assault-domestic-violence-care-centre/</a></p>	<p>Hours: Monday to Friday 8:30 a.m. - 4:30 p.m. Phone: 416-323-6040</p> <p>Location: 76 Grenville St. (Ground floor (in the AACU), Room 1305)</p>
Victim Services Toronto	<p>Assists people in crisis, 24-hours a day, seven days a week in the immediate aftermath of crime or tragedy.</p> <p><a href="http://victimservicestoronto.com/">victimservicestoronto.com/</a></p>	<p>Hours: 24 hours a day Phone: 416-808-7066 E-mail: info@victimservicestoronto.com</p>
Sexual Assault/Rape Crisis Centre of Peel	<p>Provides a 24/7 crisis line, online crisis chat, individual therapy, therapeutic groups and workshops. The online crisis chat can be located here: <a href="http://hope247.ca/">hope247.ca/</a></p>	<p>Hours: 24 hours a day Phone: 1-800-810-0180</p>
Toronto Police Services	<p>If you are in immediate danger, call 911. For all other safety issues... please call the 416 number In the next column</p> <p><a href="http://www.torontopolice.on.ca">www.torontopolice.on.ca</a></p>	<p>Hours: 24 hours a day Phone: 416-808-2222</p>
York Region Police	<p><a href="https://www.yrp.ca/en/index.asp">https://www.yrp.ca/en/index.asp</a></p>	<p>Hours: 24 hours a day If you are in immediate danger, call 911. For all other safety issues... please call 1(866)876-</p>



		5423
Family Service Toronto	Provides professional, short-term, individual, couple and family counselling for people who identify as lesbian, gay, bisexual, trans, queer (LGBTQ)  <a href="http://familyservicetoronto.org/">familyservicetoronto.org/</a>	Hours: Monday to Friday 9am-5pm OR Wednesday Walk-in: 3:30-7:30pm Phone: 416-595-9618 Location: 202-128A Sterling Road, Toronto
Central Toronto Youth Services- Pride and Prejudice Program	Programs for lesbian, gay, bisexual, trans, queer, Two-Spirit and questioning youth, ages 13-24. Includes "Yo- Yoga" which is an 8-week trauma sensitive yoga program.  <a href="http://www.ctys.org/category/programs/#pride-amp-prejudice">www.ctys.org/category/programs/#pride-amp-prejudice</a>	Phone: 416-924-2100

Assaulted Women's Helpline	24-hour telephone support and counselling available in several languages  <a href="http://www.awhl.org/">www.awhl.org/</a>	Toll Free: 1-866-863-0511 #SAFE(#7233) on Bell, Rogers, Fido, or Telus mobile Phone: 416-863-0511
Barbara Schlifer Clinic	Provides counselling, legal information, interpreters and referral for women who have been physically or sexually abused.  <a href="http://schliferclinic.com/">schliferclinic.com/</a>	Hours: Monday to Friday 9 a.m.- 5 p.m. Phone: 416-323-9149  E-mail: <a href="mailto:intake@schliferclinic.com">intake@schliferclinic.com</a>  Location: 489 College St
Fred Victor Centre	24/7 Drop-in for women located in the Adelaide Resource Centre offers a warm, safe and welcoming space with access to	Phone: 416-392-9292



	<p>health services on site.</p> <p><a href="http://www.fredvictor.org/womens_24/7_drop-in_program">www.fredvictor.org/womens_24/7_drop-in_program</a></p>	
<p>Toronto Rape Crisis Centre/Multicultural Woman Against Rape</p>	<p>Crisis intervention, counselling and referral for survivors of rape/sexual assault. Open 24 hours.</p> <p><a href="http://trccmwar.ca/">trccmwar.ca/</a></p>	<p>Hours: 24 hours a day Phone: 416-597-8808</p> <p>E-mail: <a href="mailto:crisis@trccmwar.ca">crisis@trccmwar.ca</a></p>
<p>Women's Support Network of York Region</p>	<p>Provides free, confidential services for women who have experienced sexual violence</p> <p><a href="http://www.womenssupportnetwork.ca/">www.womenssupportnetwork.ca/</a></p>	<p>Hours: 24 hours a day</p> <p>Phone: 905-895-7313</p> <p>Email: <a href="mailto:generalinfo@womenssupportnetwork.ca">generalinfo@womenssupportnetwork.ca</a></p>
<p>Support Services for Male Survivors of sexual abuse</p>	<p>Provides help for male survivors of sexual abuse, both recent and historical. The program is the first of its kind in Canada and is delivered by agencies across the province. Survivors also have access to a 24-hour, multilingual, toll-free phone line for immediate crisis and federal services</p> <p><a href="http://www.attorneygeneral.jus.gov.on.ca/english/ovss/male_support_services/">www.attorneygeneral.jus.gov.on.ca/english/ovss/male_support_services/</a></p>	<p>Hours: 24 hours a day</p> <p>Phone: 1-888-887-0015</p>
<p>Sick Kids' Suspected Child Abuse and Neglect (SCAN) Program</p>	<p>Care, support and assessment to children and teenagers who may have been maltreated, and their families. The SCAN program provides a link between SickKids and community doctors and hospitals, Children's Aid Societies, police, schools and other community agencies.</p> <p><a href="http://www.sickkids.ca/scan/">www.sickkids.ca/scan/</a></p>	<p>Hours: Monday to Friday, 9 a.m. to 5 p.m</p> <p>Phone: 416-813-6275</p> <p>Location: 555 University Ave (Room 6427, Black Wing)</p>



The Gatehouse	Offers support groups for adult survivors of childhood sexual abuse as well as partners.  <a href="http://www.thegatehouse.org/">www.thegatehouse.org/</a>	Hours: Monday to Friday 9 a.m.- 5 p.m.  Phone:416-255-5900  Location: 3101 Lake Shore Blvd West

Canadian Association of Sexual Assault Centres	<a href="https://casac.ca/">https://casac.ca/</a>	<b>Telephone:</b> (604) 876-2622 <b>Fax:</b> (604) 876-8450 <b>E-mail:</b> info(at)casac.ca
Newmarket Women's Support Network of York Region Crisis	<a href="http://www.womenssupportnetwork.ca">www.womenssupportnetwork.ca</a>	1-800-263-6734 905-895-6734 Office: 905-895-3646
Peel Region Hope 24/7	<a href="http://hope247.ca/">http://hope247.ca/</a>	Crisis:1-800-810-0180 Office: (905) 792-0821
Hamilton Sexual Assault Centre (Hamilton and Area)	<a href="http://www.sacha.ca">www.sacha.ca</a>	Crisis: (905) 525-4162 Office (905) 525-4573 TTY: 905-525-4592
Durham Region Durham Rape Crisis Centre Crisis	<a href="http://www.drcc.ca">www.drcc.ca</a>	Crisis: 905-668-9200 Office: 905-444-9672