

## Canadian College of Educators' Sexual Violence and Sexual Harassment Policy

### 1. Policy Application

The Policy applies to all members of Canadian College of Educators' career college community including students, staff, faculty, administrators, contract service providers, contractors, officers, directors and individuals who are directly connected to any of its initiatives, volunteers and visitors.

### 2. The Scope

The Policy applies to complaints of sexual violence or sexual harassment that have occurred on the Canadian College of Educators' career college campus or at a Canadian College of Educators career college event and involve members of the career college community as defined in paragraph one, the Policy Application.

### 3. Purpose and Intent

All members of Canadian College of Educators career college community have a right to study and work in an environment free of sexual violence and sexual harassment. This document sets out our policy on sexual violence and sexual harassment, defines the prohibited behaviours, and outlines our investigative processes for sexual violence and sexual harassment.

### 4. Policy Objectives

Canadian College of Educators is committed to providing members of our career college community an educational environment free from sexual violence and sexual harassment and treating those individuals who report incidents of sexual violence or sexual harassment with dignity and respect. To that end Canadian College of Educators will educate and train faculty, staff and students about this Policy and how to identify situations that involve, or could progress into sexual violence or sexual harassment and how to reduce these forms of prohibited behaviours. Where a complaint has been made, under this Policy, of sexual violence or sexual harassment Canadian College of Educators 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 Misconduct

This Policy prohibits sexual misconduct, which includes sexual violence and sexual harassment. **Sexual Violence**, without limiting the generality of the foregoing, includes:

- a. sexual assault which is any type of an unwanted sex act done by one person to another, without that person's consent, that violates the sexual integrity of an individual ranging from unwanted touching to penetration;
- b. any violence, physical or psychological, carried out through sexual means or by targeting sexuality, including sexual abuse; and
- c. criminal harassment (including stalking and cyber bullying).

**Sexual Harassment**, without limiting the generality of the foregoing, includes:

- a. Any course of vexatious comment or conduct of a sexual nature that is known or ought reasonably to have been known to be unwelcome, including:
  - b. offensive jokes or comments of a sexual nature;
  - c. displaying of pornographic or sexist pictures or materials, including online;
  - d. suggestive or offensive remarks;
  - e. unwelcome language related to gender;
  - f. remarks, jokes, innuendoes, propositions, or taunting about a person's body, attire, sex or sexual orientation;
  - g. leering or inappropriate staring;
  - h. bragging about sexual prowess;
  - i. physical contact such as touching, patting, or pinching, with an underlying sexual connotation; and
  - j. sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome.

## 6. **Reporting and Responding to Sexual Violence**

All members of our career college community will take all reasonable steps to prevent sexual violence on our career college campus or events and report immediately to the Canadian College of Educators' Campus Administrator if they are subject to, witness or have knowledge of sexual violence, or have reason to believe that sexual violence has occurred or may occur. To the extent it is possible, the Campus Administrator 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 in our career community are at risk. Canadian College of Educators recognizes the right of the complainant to determine whether her or his complaint will be dealt with by the police and/or Canadian College of Educators. However, in certain circumstances, Canadian College of Educators 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 career college community is at risk. At all times, Canadian College of Educators will do its best to approximately accommodate the needs of students affected by sexual violence at no cost to the student. In addition, Canadian College of Educators community members should be aware that a formal report of an incident of sexual violence is not necessary to access supports, services, or accommodations.

## 7. Investigating Reports of Sexual Harassment

If a member of our career college community believes she/he has been sexually harassed by a member of our career college community, she/he may confront the harasser personally or in writing pointing out the unwelcome behaviour and requesting that it stop; or

Report the complaint to Canadian College of Educators' Campus Administrator in writing. A complaint of sexual violence may be filed under this Policy, by any member of our career college community, to the Canadian College of Educators' Campus Administrator in writing using the Canadian College of Educators' Sexual Violence and Harassment Reporting Form. Upon a complaint of alleged sexual harassment being made to Grade Learning's Campus Administrator, the Campus Administrator will initiate an investigation, including as follows:

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

## 8. Disciplinary Measures

If it is determined by Canadian College of Educators that a member of our career college community has been involved in sexual violence or sexual harassment of a member of our career college community, immediate disciplinary or corrective action will be taken up to and including termination of employment or expulsion of a student. In cases where criminal proceedings are initiated, Canadian College of Educators 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 or sexual harassment, Canadian College of Educators may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures. **Making False Statements**

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

## 9. 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.

## 10. Right to Withdraw a Complaint

A complainant has the right to withdraw a complaint at any stage of the process. However Canadian College of Educators may continue to act on the issue identified in the complaint in order to comply with its obligation under this Policy and/or its legal obligations.

## Resources

Appendix 1 lists provincial sexual violence and harassment centres which could be provided as resources.

### 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 (Elloit 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 1-877-544-6424	613-545-0762
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
<b>Peel</b>	<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 lift. 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  
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 40, rue Cobourg  
Ottawa (Ontario) K1N 8Z6  
613 789-8096  
calacs@calacs.ca

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

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](mailto:info@centrevictoria.ca)

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

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

**Oasis Centre des femmes** [www.oasisfemmes.org](http://www.oasisfemmes.org)

465 Yonge Street PO Box 73022 Wood Street PO Toronto ON M4Y 2W5  
Toronto 416  
591-6565  
[services@oasisfemmes.org](mailto:services@oasisfemmes.org)

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

[www.centrecolibri.ca](http://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](http://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.

**Canadian College of Educators Contacts for Assistance:**

Carmen Valero, Dean  
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(905) 896-0000

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(905) 896-0000