



Sexual Violence Policy

This Private Career College is committed to providing our students with a learning environment that is free from sexual violence, and treating those students who report incidents of sexual violence with dignity and respect.

Responsibility:..... Haripal Dhillon, Administrator
Contact for Complaints, Support, and Accommodation: ... Haripal Dhillon, Administrator
Contact Information: Email: wheelsaz123@gmail.com Phone: (647) 461-9076
Effective Date:..... August 1, 2021
Revised:..... December 27th, 2023
Next Scheduled Review: August 1, 2025

Scope

The Policy applies all students who are enrolled in the Private Career College, as well as to prospective students while present as visitors at the college’s location.

Purpose and Intent

All students associated with our private career college have the right to learn in an environment that is free from any form of sexual violence. This document sets out our policy and response protocol to sexual violence and ensures that those who experience sexual violence are believed and their rights respected, that the College has a process of investigation that protects the rights of individuals and holds individuals who have committed an act of sexual violence accountable.

Policy Objectives

To that end, this Private Career College provides this copy of the policy to our students, and educates them together with our career college management, employees and contractors about this Policy and how to identify situations that involve, or could progress into sexual violence against our students, and how to reduce it.

Where a complaint has been made, under this Policy, of sexual violence, this Private Career College will take all reasonable steps to investigate it, including as follows:

- a. providing on-campus investigation procedures to students for sexual violence complaints;
- b. responding promptly to any complaint and providing reasonable updates to the complainant and the respondent about the status of the investigation;
- c. assisting students who have experienced sexual violence in obtaining counselling and medical care;
- d. providing students who have experienced sexual violence with appropriate academic and other accommodation; and
- e. providing students who have experienced sexual violence with information about reporting options as set out in *Appendix 1*.

Definition of Sexual Violence

“Sexual violence” is a broad term that describes any violence, physical or psychological, carried out through sexual means or by targeting sexuality. This violence takes different forms including sexual abuse and sexual assault. This Policy prohibits sexual violence which 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.

Reporting and Responding to Sexual Violence

Students, faculty and staff of this Private Career College will take all reasonable steps to prevent sexual violence involving our students on our career college campus or events by reporting immediately to the Instructor or Administrator if our students have been subject to, or they have witnessed or have knowledge of sexual violence involving our students, or have reason to believe that sexual violence has occurred or may occur which involves our students.

To the extent it is possible, this Private Career College's 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 on our campus or the broader community are at risk.

This Private Career College recognizes the right of the complainant to determine how her or his complaint will be dealt with. However, in certain circumstances, this Private 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.

The student(s) are not required to report an incident of, or make a complaint about, sexual violence in order to obtain the supports and services.

A complainant seeking accommodation should contact this Private Career College's Administrator.

Investigating Reports of Sexual Violence

A complainant may ask another person to be present during the investigation.

Upon a complaint of alleged sexual violence being made the Private Career College's Administrator will initiate an investigation, including as follows:

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



Disciplinary Measures

If it is determined by this Private Career College that a student of our career college has been a victim of sexual violence, immediate disciplinary or corrective action will be taken up to and including termination of employment of instructors or staff, or expulsion of a student.

In cases where criminal proceedings are initiated, this Private Career College 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, this Private Career College may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.

Appendix 1 – Community Support and Services

Students who experience sexual violence may choose not to request an investigation by the Private Career College, and have the right not to participate in any investigation that may occur. Students are not required to report an incident of, or make a complaint about sexual violence to obtain supports, services, or accommodation.

If you have experienced sexual violence, you can call **911** if the situation constitutes an emergency.

For non-emergency situations and for support and related services, you can contact:

Peel Regional Police, 22 Division
7750 Hurontario Street,
Brampton, ON L6V 3W6
Non-Emergency Phone: (905) 453-3311

Victim Services of Peel
7750 Hurontario Street,
Brampton, ON L6V 3W6
Crisis Line: (905) 568-1068
Email: info@vspeel.org

Hope24/7
10 Gillingham Drive, Suite 305
Brampton, ON L6X 5A5
Crisis Line: 1-(800) 810-0180
Email: info@hope247.ca

References

Career Colleges Ontario: *Sexual Violence Policy* Template