



## WORKING SKILLS CENTRE SEXUAL VIOLENCE POLICY

### 1. Sexual Violence Policy

- (a) The Working Skills Centre's Academy of Computer & Employment Skills 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) The Working Skills Centre's Academy of Computer & Employment Skills 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.
- (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. 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 Working Skills Centre's Academy of Computer & Employment Skills 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: [www.workingskillscentre.com](http://www.workingskillscentre.com)
- (c) Working Skills Centre management, instructors, staff, other employees and contractors of Working Skills Centre will report incidents of or complaints of sexual violence to the Executive 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 Executive Director.
- (e) Subject to Section 4 below, to the extent it is possible, Working Skills Centre 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) Working Skills Centre 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), in certain circumstances, Working Skills Centre 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, Working Skills Centre will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact the Executive Director.
- In this regard, Working Skills Centre 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 Working Skills Centre's Academy of Computer & Employment Skills may file a report of an incident or a complaint to the Executive Director in writing. Other officials, offices or departments will be involved in the investigation as needed.

(b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, the Executive 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;
- (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, Working Skills Centre 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;
- (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
- (vi) Following the investigation, the Executive Director will:
  - (A) Review all of 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 5 below.

## **5. Disciplinary Measures**

(a) If it is determined by Working Skills Centre 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.

## **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 President within 10 days by submitting a letter addressed to the President 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) The Working Skills Centre's Academy of Computer & Employment Skills 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 Working Skills Centre's Academy of Computer & Employment Skills shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. This date is May 1, 2021.

## 10. Collection of Student Data

(a) The Working Skills Centre's Academy of Computer & Employment Skills shall collect and be prepared to provide upon request by the Superintendent of Career Colleges such data and information as required according to Subsections 32.3 (8), (9) and (10) of Schedule 5 of the [Ontario Career Colleges Act, 2005](#) as amended.

The following represents a list of Provincial Rape Crisis Centres:

Canadian Association of Sexual Assault Centres Ontario  
 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](http://www.awhl.org)

Français - Fem'aide  
 Telephone Toll-Free: 1-877-336-2433  
 ATS: 1 866 860-7082  
[www.femaide.ca](http://www.femaide.ca)  
 Sexual Assault/Domestic Violence Treatment Centres

Sexual Assault/Domestic Violence Treatment Centres

35 hospital-based Centres that provide 24/7 emergency care to women - <http://sadvtreatmentcentres.ca/>

Sexual Assault /Domestic Violence Treatment Centres - <http://www.satcontario.com/>

### Local Centres

Brantford  
 Sexual Assault Centre of Brantford  
 Crisis: 519-751-3471  
 Office: 519-751-1164  
[sexualassaultcentre@sacbrant.ca](mailto:sexualassaultcentre@sacbrant.ca)  
<http://sacbrant.ca/>

Durham Region  
 Durham Rape Crisis Centre  
 Crisis: 905-668-9200  
 Office: 905-444.9672  
[info@drcc.ca](mailto:info@drcc.ca)  
[www.drcc.ca](http://www.drcc.ca)

Guelph  
 Guelph-Wellington Women in Crisis  
 Crisis: 519-836-5710  
 1-800-265-7233  
 Office: 519-823-5806  
[www.gwwomenincrisis.org](http://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](http://www.sacha.ca)

London Abused Women's Centre  
 Office: 519-432-2204  
 E-Mail: [info@lawc.on.ca](mailto:info@lawc.on.ca)  
<http://lawc.on.ca/>

Peel Region  
 Hope 24/7  
 Crisis: 1-800-810-0180  
 Office: (905) 792-0821  
<http://hope247.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](http://www.savisofhalton.org)

Orangeville -Family Transition Place  
 Crisis: 1-800-265-9178  
 Office: 519-942-4122

Kitchener-Waterloo  
Sexual Assault Support Centre of Waterloo Region  
Crisis: 519.741.8633  
Office: 519.571.0121  
info@sascwr.org  
www.kwsasc.org

[www.familytransitionplace.ca](http://www.familytransitionplace.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](http://www.sexualassaultsarnia.on.ca)

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](http://www.trccmwar.ca)  
[www.daso.ca](http://www.daso.ca)

London  
Sexual Assault Centre London  
Crisis: 519-438-2272  
Office 519-439-0844  
TTY: 519-439-0690  
sacl@sacl.ca  
[www.sacl.ca](http://www.sacl.ca)

Toronto  
Oasis Centre des Femmes  
Téléphone: 416-591-6565  
Courriel : [services@oasisfemmes.org](mailto:services@oasisfemmes.org)  
<http://oasisfemmes.org/>