

# CANADIAN COLLEGE OF

BUSINESS, SCIENCE & TECHNOLOGY INC

## **Sexual Violence and Sexual Harassment Policy**

### **1. Policy Application**

The Policy applies to all students of the Canadian College of Business, Science and Technology community.

### **2. The Scope**

The Policy applies to complaints of sexual violence or sexual harassment that have occurred on the Canadian College of Business, Science and Technology career college campus or at a the Canadian College of Business, Science and Technology 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 the Canadian College of Business, Science and Technology 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 behaviors, and outlines our investigative processes for sexual violence and sexual harassment.

### **4. Policy Objectives**

The Canadian College of Business, Science and Technology 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 the Canadian College of Business, Science and Technology 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 behaviors.



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Where a complaint has been made, under this Policy, of sexual violence or sexual harassment the Canadian College of Business, Science and Technology will take all reasonable steps to investigate it, including as follows:

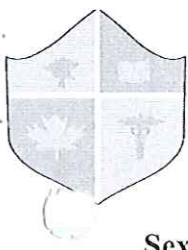
- (a) responding promptly to any complaint and providing reasonable updates to the complainant and the respondent about the status of the investigation;
- (b) assisting those who have experienced sexual violence or sexual harassment in obtaining counselling and medical care;
- (c) providing those who 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).



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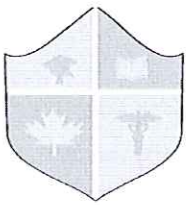
**Sexual Harassment**, without limiting the generality of the foregoing, includes:

- (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 Business, Science and Technology Designated Campus Director if they are subject to, witness





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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 Canadian College of Business, Science and Technology Designate 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 the our career community are at risk.

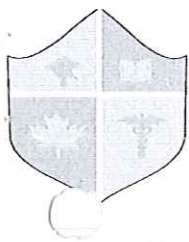
The Canadian College of Business, Science and Technology recognizes the right of the complainant to determine whether her or his complaint will be dealt with by the police and/or the Canadian College of Business, Science and Technology. However, in certain circumstances, CCBST may be required by law 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.

### **7. Investigating Reports of Sexual Violence**

A complaint of sexual violence may be filed under this Policy, by any member of our career college community, to the Canadian College of Business, Science and Technology Designate in writing.

Upon a complaint of alleged sexual violence being made the Canadian College of Business, Science and Technology Designate 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;



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- (e) informing the respondent of the complaint, providing details of the allegations and giving the respondent 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. **Reporting Sexual Harassment**

All members of our career college community will take all reasonable steps to prevent sexual harassment on our career college campus or events and report immediately to the Canadian College of Business, Science and Technology Designate if they are subject to, witness or have knowledge of sexual harassment, or have reason to believe that sexual harassment has occurred or may occur.

To the extent it is possible, the Canadian College of Business, Science and Technology Designate 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.

If the complainant decides not to lay a formal complaint, CCBST may in certain circumstances, be required by law or its internal policies to initiate an internal investigation if it believes the safety of members of its career college community is at risk.

### 9. **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 behavior and requesting that it stop; or

Report the complaint to the Canadian College of Business, Science and Technology Designate in writing.

Upon a complaint of alleged sexual harassment being made to the Canadian College of Business, Science and Technology the PCC will initiate an investigation, including as follows:





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

### 10. **Disciplinary Measures**

If it is determined by the Canadian College of Business, Science and Technology 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, CCBST 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, CCBST may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.



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### **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.

### **11. 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.

### **12. Resources**

Appendix 1 lists provincial rape crisis centers which could be provided as resources.



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### Appendix 1

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](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

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.

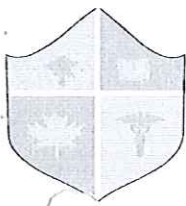
Local

Alliston, Barrie, Collingwood, Midland and Orillia

Huronian 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.huroniatrtransitionhomes.ca](http://www.huroniatrtransitionhomes.ca)

Belleville





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Sexual Assault Centre for Quinte and District  
Toll-Free: 1-877-544-6424  
Office: 613-967-6300  
[www.sacqd.com](http://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](http://www.daphnewymn.com)  
Muskoka District Office  
Office: (705) 646-2122 or 1-877-406-1268  
[www.daphnewymn.com](http://www.daphnewymn.com)

### Brantford

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

### Brockville

Assault Response & Care Centre  
Office: (613) 345-3881 or 1-800-567-7415  
[arcc@bgh-on.ca](mailto:arcc@bgh-on.ca)  
[www.arc-c.ca](http://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/>



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Iethinisten:ha Women's Shelter  
Akwasasne Family Violence Program  
24 Hour Crisis: 1-800-480-4208  
Phone: 613-937-4322  
[www.akwasasne.ca/iethinistenha-women's-shelter](http://www.akwasasne.ca/iethinistenha-women's-shelter)

### 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)

### Eganville

Women's Sexual Assault Centre of Renfrew County  
24 hour crisis: 1-800-663-3060  
Office: 613-735-5551  
[www.wsac.ca](http://www.wsac.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)

### Kenora

Kenora Sexual Assault Centre  
Crisis: (807) 468-7233 or 1-800-565-6161