



Academy of Learning

C A R E E R C O L L E G E

Kingston, Ontario Campus

Sexual Violence Policy

Sexual Violence Policy

1. Sexual Violence Policy

- (a) Academy of Learning Career College – Kingston, Ontario Campus (AOLCC – Kingston) 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) AOLCC – Kingston 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) AOLCC – Kingston shall include an acknowledgment of receipt 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 is posted on the lunchroom bulletin board.
- (c) Career college management, instructors, staff, other employees and contractors of AOLCC – Kingston will report incidents of or complaints of sexual violence upon becoming aware of them to either:
Dorota Mirek – Director/Student Services or Michael Teglas – Owner at: **1469 Princess St., Kingston ON K7M 3E9**
- (d) Students who have been affected by sexual violence or who need information about support services should contact either Dorota Mirek or Michael Teglas.
- (e) Subject to Section 4 below, to the extent it is possible, AOLCC – Kingston 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) AOLCC – Kingston 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, AOLCC – Kingston 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, AOLCC – Kingston will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact either Dorota Mirek or Michael Teglas.

In this regard, AOLCC – Kingston 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 AOLCC – Kingston may file a report of an incident or a complaint to either Dorota Mirek – Director or Michael Teglas - Owner in writing to: **1469 Princess St., Kingston ON K7M 3E9**. No other officials, offices or departments will be involved in the investigation.
- (b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, either Dorota Mirek or Michael Teglas 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, AOLCC – Kingston 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 within 2 business days 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 within 4 business days 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 within 6 business days of the complaint;
 - (v) providing reasonable, timely updates to the Complainant and the Respondent about the status of the investigation; and

(vi) following the investigation, both Dorota Mirek and Michael Teglas 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 AOLCC – Kingston 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 Michael Teglas within 2 business days of receiving the decision by submitting a letter addressed to Michael Teglas 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) AOLCC – Kingston shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.
- (b) AOLCC – Kingston shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. This date is January 01, 2020.

10. Collection of Student Data

- (a) AOLCC – Kingston 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 Colleges Act, 2005 as amended.

This template is intended to be a Sexual Violence and Harassment Policy Guideline and does not constitute legal advice.

Appendix 1

The following represents a list of Provincial Rape Crisis Centres that could be provided as resources:

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

Français

Fem'aide

Telephone Toll-Free: 1-877-336-2433

ATS: 1 866 860-7082

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](http://www.satcontario.com/en/locate_centre.php): http://www.satcontario.com/en/locate_centre.php

<p>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.huroniatransitionhomes.ca</p> <p>Belleville Sexual Assault Centre for Quinte and District Toll-Free: 1-877-544-6424 Office: 613-967-6300 www.sacqd.com</p> <p>Bracebridge Muskoka/Parry Sound Sexual Assault Services Parry Sound District Office Office: (705) 774-9083 or 1-877-851-6662 www.daphnewymn.com Muskoka District Office: (705) 646-2122 or 1-877-406-1268 www.daphnewymn.com</p> <p>Brantford Sexual Assault Centre of Brantford Crisis: 519-751-3471 Office: 519-751-1164 sexualassaultcentre@sacbrant.ca http://sacbrant.ca/</p> <p>Brockville Assault Response & Care Centre Office: (613) 345-3881 or 1-800-567-7415 arc@bgh-on.ca www.arc-c.ca</p> <p>Chatham Chatham-Kent Sexual Assault Crisis Centre 24-Hour Crisis Line: 519-354-8688 Office/TTY: 519-354-8908 http://cksacc.org/</p> <p>Cornwall Sexual Assault Support Services for Women Office: 613-932-1755 http://sassforwomen.ca/</p>	<p>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</p> <p>Durham Region Durham Rape Crisis Centre Crisis: 905-668-9200 Office: 905-444-9672 info@drcc.ca www.drcc.ca</p> <p>Eganville Women's Sexual Assault Centre of Renfrew County 24-Hour Crisis: 1-800-663-3060 Office: 613-735-5551 www.wsac.ca</p> <p>Guelph Guelph-Wellington Women in Crisis Crisis: 519-836-5710 1-800-265-7233 Office: 519-823-5806 www.gwwomenincrisis.org</p> <p>Hamilton Sexual Assault Centre (Hamilton and Area) Crisis: (905) 525-4162 Office (905) 525-4573 TTY: 905-525-4592 www.sacha.ca</p> <p>Kenora Kenora Sexual Assault Centre Crisis: (807) 468-7233 or 1-800-565-6161 Office: (807) 468-7958 www.kenoralsexualassaultcentre.com</p> <p>Kingston Sexual Assault Centre Kingston Crisis: 613-544-6424 or 1-877-544-6424 Office: 613-545-0762 sack@sackington.com www.sackington.com</p>
Kitchener-Waterloo	YWCA Peterborough Haliburton

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

London
Sexual Assault Centre London Crisis: 519-438-2272
Office 519-439-0844 TTY: 519-439-0690
sacl@sacl.ca www.sacl.ca

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

Peel Region
Hope 24/7 (formerly the Sexual Assault/Rape Crisis Centre of Peel)
Crisis: 1-800-810-0180 Office: (905) 792-0821
<http://hope247.ca/>

Newmarket
Women's Support Network of York Region
Crisis: 1-800-263-6734 or 905-895-6734
Office: (905) 895-3646
www.womenssupportnetwork.ca

North Bay
Amelia Rising Women's Sexual Assault Centre of Nipissing / centre d'agressions sexuelles de Nipissing
Crisis: 705-476-3355 Office: 705-840-2403
TTY: (705) 840-5877
info@ameliarising.ca www.ameliarising.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

Orangeville
Family Transition Place
Crisis: 1-800-265-9178 Office: 519-942-4122
www.familytransitionplace.ca

Ottawa
Sexual Assault Support Centre
Crisis: 613-234-2266 Phone: 613-725-2160
TTY: 613-725-1657
info@sascottawa.com <http://sascottawa.com>
Ottawa Rape Crisis Centre
Crisis: 613-562-2333 Office: 613-562-2334
<http://orcc.net/>

Peterborough & Kawarthas
Kawartha Sexual Assault Centre
Crisis: (705) 741-0260 or 1-866-298-7778
Office/TTY: (705) 741-0260
www.kawarthasexualassaultcentre.com

Crisis: 1-800-461-7656 Office: 705.743.3526 x 130
www.ywcapeterborough.org

Sault Ste Marie
Women in Crisis (Algoma) Inc.
Crisis: 705-759-1230 or 1-877-759-1230
www.womenincrisis.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

Simcoe
Haldimand & Norfolk Women's Service
Crisis: 1-800-265-8076 TTY: 1-800-815-6419
Office: 519-426-8048
hnws@hnws.on.ca www.hnws.on.ca

St. Catherines
Niagara Region Sexual Assault Centre
Crisis: (905) 682-4584 Office: (905) 682-7258
carsa@sexualassaultniagara.org
<http://sexualassaultniagara.org/>

Thunder Bay
Thunder Bay Sexual Assault and Sexual Abuse Crisis and Counselling Centre
Office: (807) 345-0894 or 1-866-311-5927
tbcounselling@tbsasa.org www.tbsasa.org

Timmins
Timmins and Area Women in Crisis
Crisis: 1-877-268-8380 (sexual assault)
Crisis: 1-855-827-7233 (shelter) Office: (705) 268-8381
info@tawc.ca <http://www.tawc.ca/>

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

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

Windsor
Sexual Assault Crisis Centre of Essex County
Crisis: 519-253-9667
www.saccwindsor.net

Woodstock
Domestic Abuse Services Oxford
Crisis: 519 539-4811 or 1-800-265-1938
info@daso.ca www.daso.ca