

Sexual Violence and Harassment Policy

Introduction

1. Academy of Learning Career College - Lawrence 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.
2. Academy of Learning Career College - Lawrence 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 facilities, or at one of its events and involve its students.
3. The person accused of engaging in sexual violence will be referred to as the “Respondent” and the person making the allegation as the “Complainant.”

Definition

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.

Training, Reporting, and Responding to Sexual Violence

1. Academy of Learning Career College - Lawrence 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 follows 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.
2. The Sexual Violence Policy shall be published on its website as well as in conspicuous location on each of its current and future facilities.
3. College management, instructors, staff, other employees, and contractors of Academy of Learning Career College - Lawrence will report incidents of or complaints of sexual violence to the

Director upon becoming aware of them.

4. Students who have been affected by sexual violence or who need information about supports and services available at the Academy of Learning Career College - Lawrence should contact the Director, Rabia Khan, at rkhan@aolcc.ca, or via phone at 416-499-7994, or make an in-person appointment to speak to her via the instructor, facilitator, or receptionist.
5. Subject to Section 4 below, to the extent it is possible, Academy of Learning Career College - Lawrence 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.
6. This will be done by:
 - a. Ensuring that all complaints/reports and information gathered because 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
 - b. Ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent.
7. The Academy of Learning Career College - Lawrence will appropriately accommodate the needs of students affected by sexual violence.
8. Academy of Learning Career College - Lawrence 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.
9. Notwithstanding (8), in certain circumstances, Academy of Learning Career College - Lawrence 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.
10. In all cases, including (8) above, the Academy of Learning Career College - Lawrence will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact the Director.

In this regard, the Academy of Learning Career College - Lawrence will assist students who have experienced sexual violence in obtaining counseling and medical care and provide them with information about sexual violence supports and services available in the community listed in the **Appendix**. Students are not required to file a formal complaint to access support and services.

Please note that a formal report of an incident of sexual violence is NOT necessary to access support, services, or accommodations.

Investigating Reports of Sexual Violence

1. Under this Sexual Violence Policy, any student of the Academy of Learning Career College - Lawrence may file a report of an incident or a complaint to the Director, Rabia Khan, at rkhan@aolcc.ca, in writing.

2. Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, the 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, Academy of Learning Career College - Lawrence may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures and 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.

3. If students, in good faith, report an incident of, or make a complaint about, sexual violence, they will not be subject to discipline or sanctions for violations of the private career college's policies relating to drug or alcohol use at the time the alleged sexual violence occurred.
4. During the institution's investigative process, students who disclose their experience of sexual violence through reporting an incident of, making a complaint about, or accessing supports and services for sexual violence, will not be asked irrelevant questions during the investigation process by the private career college's staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history. Examples of such irrelevant questions would include those relating to past sexual history or sexual expression.

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 Director will:
 1. review all the evidence collected during the investigation.
 2. determine whether sexual violence occurred; and if so
 3. determine what disciplinary action, if any, should be taken as set out in Section 5 below.

Disciplinary Measures

If it is determined by Academy of Learning Career College - Lawrence 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.

Appeal

Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to the Owner of the Academy of Learning Career College - Lawrence, Suneetha Yanala, by contacting her via email at syanala@aolcc.ca or call her at 416-499-7994.

within ten business days by submitting a letter addressed to the Director of the Academy of Learning Career College - Lawrence, advising of the person's intent to appeal against the decision.

OR

Immediately contact one of the following organizations in the **Appendix**.

Should the Complainant or the Respondent not agree with the decision resulting from the investigation of the Director of the Academy of Learning Career College - Lawrence, he or she may appeal the decision to the Ministry of Colleges and Universities by submitting the ***inquiry at the Program Approval & Registration Information System (PARIS)***. Students shall register in PARIS at this link: <https://www.pcc.tcu.gov.on.ca/PARISExtWeb/public/register.xhtml> with a "Student" type profile. Once they login, students shall click on Inquiry.

For any issues with the PARIS profile, students shall contact the Ministry of Colleges and Universities at PCC@ontario.ca

Making False Statements

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.

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.

Reprisal

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.

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.

Review

Academy of Learning Career College - Lawrence shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.

Academy of Learning Career College - Lawrence shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. This date is October 1st, 2023.

Collection of Student Data

Academy of Learning Career College - Lawrence 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. 3 (8), (9) and (10) of Schedule 5 of the Private Career Colleges Act, 2005 as amended.

Academy of Learning Career College - Lawrence shall provide information to the Superintendent concerning:

- the number of times supports the number of times supports, services, and accommodation relating to sexual violence are requested and obtained by students
- any initiatives and programs to promote awareness of supports and services available to students
- the number of incidents and complaints of sexual violence reported by students
- the implementation and effectiveness of its sexual violence policy

Academy of Learning Career College - Lawrence shall ensure that the information it provides to the Superintendent does not include personal information within the meaning of the Freedom of Information and Protection of Privacy Act.

Academy of Learning Career College - Lawrence shall conduct a survey of its students relating to sexual violence as directed by the Superintendent and to disclose the results of the survey to the Superintendent.

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

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

Belleville

Sexual Assault Centre for Quinte and District

Toll-Free: 1-877-544-6424 Office: 613-967-6300

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 Muskoka District

Office: (705) 646-2122 or 1-877-406-1268

www.daphnewymn.com

Brantford

Sexual Assault Centre of Brantford

Crisis: 519-751-3471 Office: 519-751-1164

sexualassaultcentre@sacbrant.ca <http://sacbrant.ca/>

Brockville

Assault Response & Care Centre

Office: (613) 345-3881 or 1-800-567-7415

arcc@bgh-on.ca 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/>

**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**

**Durham Region
Durham Rape Crisis Centre
Crisis: 905-668-9200 Office: 905-444.9672
info@drcc.ca 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**

**Guelph
Guelph-Wellington Women in Crisis
Crisis: 519-836-5710 1-800-265-7233
Office: 519-823-5806
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**

**Kenora
Kenora Sexual Assault Centre
Crisis: (807) 468-7233 or 1-800-565-6161
Office: (807) 468-7958
www.kenoralsexualassaultcentre.com**

**Kingston
Sexual Assault Centre Kingston
Crisis: 613-544-6424 or 1-877-544-6424
Office: 613-545-0762
sack@sackingston.com www.sackingston.com**

**Kitchener-Waterloo
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

YWCA Peterborough Haliburton
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

Assaulted Women's Helpline at 1-866-863-0511. This is a 24-hour crisis line. www.awhl.org

Interim Place (Women who experienced domestic violence)
Phone: 905-676-8517, 905-403-0864

Victim Witness Assistance Program (VWAP)

The Victim Witness Assistance Program provides information, assistance and support to victims and witnesses of crime to increase their understanding of, and participation in, the criminal court process. VWAP provides crisis intervention, emotional support, case specific information (court dates, bail conditions), court preparation and orientation information, needs assessment and referrals to community agencies. This agency is funded by the Ministry of the Attorney General.

<http://www.attorneygeneral.jus.gov.on.ca/english/ovss/programs.asp#vwap>

Family Transition Place

Family Transition Place is working to raise respect in relationships and eliminate violence in the community. This is done by providing shelter and counselling to abused women and their children as well as through skill-building education for youth, women, and men to help them build healthy relationships.

www.familytransitionplace.ca