

**Sexual Violence Policy  
Academy of Learning Career College,  
Markham & Lawrence Campus**

**1. Sexual Violence Policy**

- (a) Academy of Learning Career College, Markham and Lawrence 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.
- (b) 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) Academy of Learning Career College, Markham and Lawrence shall provide students a copy of the Sexual Violence Policy and the acknowledgement of same will be made on the enrolment contract. A copy of the Sexual Violence Policy will be provided to all career college Instructors, Learning Coaches and any other staff and training them about the policy and its processes of reporting, investigating and responding to complaints of sexual violence involving its students will occur. \*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 complete Sexual Violence Policy shall be published and posted in the campus lunchroom. Additional copies can be provided upon request.
- (c) 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.
- (d) 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.
- (e) Any person subject to, or witnessing incidents of, or complaints of, sexual violence will report to the Campus Director, Rabia Khan, rkhan@aolcc.ca, 416-499-7994 upon becoming aware of them.
- (f) Students who have been affected by sexual violence or who need information about support services should contact the Campus Director, Rabia Khan.

- (g) Subject to Section 4 below, to the extent it is possible, Academy of Learning Career College, Markham and 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. This will be done by:
- (A) 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
  - (B) ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent.
- (h) Academy of Learning Career College, Markham and 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.
- (i) Notwithstanding (f), in certain circumstances, Academy of Learning Career College, Markham and 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.
- (j) In all cases, including (f) above, Academy of Learning Career College, Markham and Lawrence will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact the Campus Director, Rabia Khan.

In this regard, Academy of Learning Career College, Markham and Lawrence, 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 Academy of Learning Career College, Markham and Lawrence may file a report of an incident or a complaint to the Campus Director, Rabia Khan, in writing. The other department(s) that may be involved in the investigation are as follows:
- (i) Human Resources – Franchise Support Centre
- (b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, the Campus Director, Rabia Khan, 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, Markham and Lawrence, 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 Campus Director, Rabia Khan, 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 6 below.

## 5. Disciplinary Measures

- (a) If it is determined by Academy of Learning Career College, Markham and 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, Learning Coaches or other 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 Director of Human Resources within 7 business days by submitting a letter addressed to;

**100 York Blvd. Suite 400,  
Location, ON  
L4B 1J8  
Attention: Director of Human Resources**

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/Learning Coaches, other 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) Academy of Learning Career College, Markham and Lawrence shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.
- (b) Academy of Learning Career College, Location shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. This date is January 1, 2020.

**10. Collection of Student Data**

- (a) Academy of Learning Career College, Markham and 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. 1 (8), (9), (10) and (11) of Schedule 5 of the Private Career Colleges Act, 2005 as amended.

## 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	Français
Assaulted Women's Helpline	Fem'aide
Toll Free: 1-866-863-0511	Telephone Toll-Free: 1-877-336-2433
#SAFE (#7233) on Bell, Rogers, Fido or Telus mobile	ATS: 1 866 860-7082
TTY: 416-364-8762	<a href="http://www.femaide.ca">www.femaide.ca</a>
<a href="http://www.awhl.org">www.awhl.org</a>	

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

<p>Alliston, Barrie, Collingwood, Midland and Orillia Huronian Transition Homes operates La Maison Rosewood Shelter (Midland) &amp; 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 <a href="http://www.huroniatransitionhomes.ca">www.huroniatransitionhomes.ca</a></p> <p>Belleville Sexual Assault Centre for Quinte and District Toll-Free: 1-877-544-6424 Office: 613-967-6300 <a href="http://www.sacqd.com">www.sacqd.com</a></p> <p>Bracebridge Muskoka/Parry Sound Sexual Assault Services Parry Sound District Office Office: (705) 774-9083 or 1-877-851-6662 <a href="http://www.daphnewymn.com">www.daphnewymn.com</a> Muskoka District Office: (705) 646-2122 or 1-877-406-1268 <a href="http://www.daphnewymn.com">www.daphnewymn.com</a></p> <p>Brantford Sexual Assault Centre of Brantford Crisis: 519-751-3471 Office: 519-751-1164 <a href="mailto:sexualassaultcentre@sacbrant.ca">sexualassaultcentre@sacbrant.ca</a> <a href="http://sacbrant.ca/">http://sacbrant.ca/</a></p> <p>Brockville Assault Response &amp; Care Centre Office: (613) 345-3881 or 1-800-567-7415 <a href="mailto:arcc@bgh-on.ca">arcc@bgh-on.ca</a> <a href="http://www.arc-c.ca">www.arc-c.ca</a></p>	<p>Iethinisten:ha Women's Shelter Akwasasne Family Violence Program 24-Hour Crisis: 1-800-480-4208 Phone: 613-937-4322 <a href="http://www.akwasasne.ca/iethinistenha-women's-shelter">www.akwasasne.ca/iethinistenha-women's-shelter</a></p> <p>Durham Region Durham Rape Crisis Centre Crisis: 905-668-9200 Office: 905-444.9672 <a href="mailto:info@drcc.ca">info@drcc.ca</a> <a href="http://www.drcc.ca">www.drcc.ca</a></p> <p>Eganville Women's Sexual Assault Centre of Renfrew County 24-Hour Crisis: 1-800-663-3060 Office: 613-735-5551 <a href="http://www.wsac.ca">www.wsac.ca</a></p> <p>Guelph Guelph-Wellington Women in Crisis Crisis: 519-836-5710 1-800-265-7233 Office: 519-823-5806 <a href="http://www.gwwomenincrisis.org">www.gwwomenincrisis.org</a></p> <p>Hamilton Sexual Assault Centre (Hamilton and Area) Crisis: (905) 525-4162 Office (905) 525-4573 TTY: 905-525-4592 <a href="http://www.sacha.ca">www.sacha.ca</a></p> <p>Kenora Kenora Sexual Assault Centre Crisis: (807) 468-7233 or 1-800-565-6161 Office: (807) 468-7958 <a href="http://www.kenoralsexualassaultcentre.com">www.kenoralsexualassaultcentre.com</a></p>
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<p>Chatham Chatham-Kent Sexual Assault Crisis Centre 24-Hour Crisis Line: 519-354-8688 Office/TTY: 519-354-8908 <a href="http://cksacc.org/">http://cksacc.org/</a></p> <p>Cornwall Sexual Assault Support Services for Women Office:613-932-1755 <a href="http://sassforwomen.ca/">http://sassforwomen.ca/</a></p>	<p>Kingston Sexual Assault Centre Kingston Crisis: 613-544-6424 or 1-877-544-6424 Office: 613-545-0762 <a href="mailto:sack@sackington.com">sack@sackington.com</a> <a href="http://www.sackington.com">www.sackington.com</a></p>
<p>Kitchener-Waterloo Sexual Assault Support Centre of Waterloo Region Crisis: 519.741.8633 Office: 519.571.0121 <a href="mailto:info@sascwr.org">info@sascwr.org</a> <a href="http://www.kwsasc.org">www.kwsasc.org</a></p> <p>London Sexual Assault Centre London Crisis: 519-438-2272 Office 519-439-0844 TTY: 519-439-0690 <a href="mailto:sacl@sacl.ca">sacl@sacl.ca</a> <a href="http://www.sacl.ca">www.sacl.ca</a></p> <p>London Abused Women's Centre Office: 519-432-2204 E-Mail: <a href="mailto:info@lawc.on.ca">info@lawc.on.ca</a> <a href="http://lawc.on.ca/">http://lawc.on.ca/</a></p> <p>Peel Region Hope 24/7 (formerly the Sexual Assault/Rape Crisis Centre of Peel) Crisis:1-800-810-0180 Office: (905) 792-0821 <a href="http://hope247.ca/">http://hope247.ca/</a></p> <p>Newmarket Women's Support Network of York Region Crisis: 1-800-263-6734 or 905-895-6734 Office: (905) 895-3646 <a href="http://www.womenssupportnetwork.ca">www.womenssupportnetwork.ca</a></p> <p>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 <a href="mailto:info@ameliarising.ca">info@ameliarising.ca</a> <a href="http://www.ameliarising.ca">www.ameliarising.ca</a></p> <p>Oakville Sexual Assault &amp; Violence Intervention Services of Halton Crisis: 905-875-1555 or 1-877-268-8416 Office: 905-825-3622 <a href="http://www.savisofhalton.org">www.savisofhalton.org</a></p>	<p>YWCA Peterborough Haliburton Crisis: 1-800-461-7656 Office: 705.743.3526 x 130 <a href="http://www.ywcapeterborough.org">www.ywcapeterborough.org</a></p> <p>Sault Ste Marie Women in Crisis (Algoma) Inc. Crisis: 705-759-1230 or 1-877-759-1230 <a href="http://www.womenincrisis.ca">www.womenincrisis.ca</a></p> <p>Sarnia-Lambton Sexual Assault Survivors Centre Sarnia-Lambton Crisis: 519 337-3320 or 1-888-231-0536 Office: (519) 337-3154 <a href="http://www.sexualassaultsarnia.on.ca">www.sexualassaultsarnia.on.ca</a></p> <p>Simcoe Haldimand &amp; Norfolk Women's Service Crisis: 1-800-265-8076 TTY: 1-800-815-6419 Office: 519-426-8048 <a href="mailto:hnws@hnws.on.ca">hnws@hnws.on.ca</a> <a href="http://www.hnws.on.ca">www.hnws.on.ca</a></p> <p>St. Catherines Niagara Region Sexual Assault Centre Crisis: (905) 682-4584 Office: (905) 682-7258 <a href="mailto:carsa@sexualassaultniagara.org">carsa@sexualassaultniagara.org</a> <a href="http://sexualassaultniagara.org/">http://sexualassaultniagara.org/</a></p> <p>Thunder Bay Thunder Bay Sexual Assault and Sexual Abuse Crisis and Counselling Centre Office: (807) 345-0894 or 1-866-311-5927 <a href="mailto:tbcounselling@tbsasa.org">tbcounselling@tbsasa.org</a> <a href="http://www.tbsasa.org">www.tbsasa.org</a></p> <p>Timmins Timmins and Area Women in Crisis Crisis: 1-877-268-8380 (sexual assault) Crisis: 1-855-827-7233 (shelter) Office: (705) 268-8381 <a href="mailto:info@tawc.ca">info@tawc.ca</a> <a href="http://www.tawc.ca/">http://www.tawc.ca/</a></p>

<p>Orangeville Family Transition Place Crisis: 1-800-265-9178 Office: 519-942-4122 <a href="http://www.familytransitionplace.ca">www.familytransitionplace.ca</a></p> <p>Ottawa Sexual Assault Support Centre Crisis: 613-234-2266 Phone: 613-725-2160 TTY: 613-725-1657 <a href="mailto:info@sascottawa.com">info@sascottawa.com</a> <a href="http://sascottawa.com">http://sascottawa.com</a></p> <p>Ottawa Rape Crisis Centre Crisis: 613-562-2333 Office: 613-562-2334 <a href="http://orcc.net/">http://orcc.net/</a></p> <p>Peterborough &amp; Kawarthas Kawartha Sexual Assault Centre Crisis: (705) 741- 0260 or 1-866-298-7778 Office/TTY: (705) 741-0260 <a href="http://www.kawarthasexualassaultcentre.com">www.kawarthasexualassaultcentre.com</a></p>	<p>Toronto Oasis Centre des Femmes Téléphone : 416-591-6565 Courriel : <a href="mailto:services@oasisfemmes.org">services@oasisfemmes.org</a> <a href="http://oasisfemmes.org/">http://oasisfemmes.org/</a></p> <p>Toronto Rape Crisis Centre: Multicultural Women Against Rape Crisis: 416-597-8808 Office: 416-597-1171 <a href="mailto:info@trccmwar.ca">info@trccmwar.ca</a> <a href="mailto:crisis@trccmwar.ca">crisis@trccmwar.ca</a> <a href="http://www.trccmwar.ca">www.trccmwar.ca</a></p> <p>Windsor Sexual Assault Crisis Centre of Essex County Crisis: 519-253-9667 <a href="http://www.saccwindsor.net">www.saccwindsor.net</a></p> <p>Woodstock Domestic Abuse Services Oxford Crisis: 519 539-4811 or 1-800-265-1938 <a href="mailto:info@daso.ca">info@daso.ca</a> <a href="http://www.daso.ca">www.daso.ca</a></p>
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