

## **Gates College of Business, Culinary & Healthcare Sexual Violence Policy**

### 1. Sexual Violence Policy

(a) Gates College of Business, Culinary & Healthcare (Gates College) 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) Gates College 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) Gates College 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, 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 the Gates College website

(c) Career college management, instructors, staff, other employees and contractors of Gates College will report incidents of or complaints of sexual violence to the College Director.

(d) Students who have been affected by sexual violence or who need information about support services should contact the College Director.

(e) Subject to Section 4 below, to the extent it is possible, Gates College 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) Gates College recognizes the right of the Complainant not to report an incident 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, Gates College 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, Gates College will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact the College Director.

In this regard, Gates College 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 Gates College may file a report of an incident or a complaint to the College Director in writing.

(b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, the College 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, Gates College 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 College 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 Gates College 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 College Director within 5 business days by submitting a letter addressed to the College Director 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) Gates College shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.

(b) Gates College shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. This date is September 2017.

10. Collection of Student Data

(a) Gates College 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.

I have read and understand the above policy.

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Student Name

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Student Signature

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Date

## Appendix 1: Resources available

The following list of Provincial Rape Crisis Centres are available as potential resources:

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.  
[www.satcontario.com/en/locate\\_centre.php](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](http://www.huroniatransitionhomes.ca)

Belleville  
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  
<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](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/>

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  
[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  
Office: (807) 468-7958  
[www.kenoralsexualassaultcentre.com](http://www.kenoralsexualassaultcentre.com)

Kingston  
Sexual Assault Centre Kingston  
Crisis: 613-544-6424 or 1-877-544-6424  
Office: 613-545-0762  
sack@sackington.com  
[www.sackington.com](http://www.sackington.com)

Kitchener-Waterloo  
Sexual Assault Support Centre of Waterloo Region  
Crisis: 519.741.8633  
Office: 519.571.0121  
info@sascwr.org  
[www.kwsasc.org](http://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](http://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](http://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](mailto:info@ameliarising.ca)

[www.ameliarising.ca](http://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](http://www.savisofhalton.org)

Orangeville

Family Transition Place

Crisis: 1-800-265-9178

Office: 519-942-4122

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

Ottawa

Sexual Assault Support Centre

Crisis: 613-234-2266

Phone: 613-725-2160

TTY: 613-725-1657

[info@sascottawa.com](mailto:info@sascottawa.com)

<http://sascottawa.com>

Ottawa Rape Crisis Centre

Crisis: 613-562-2333

Office: 613-562-2334

<http://orcc.net/>

Peterborough & Kawartha

Kawartha Sexual Assault Centre

Crisis: (705) 741- 0260 or 1-866-298-7778  
Office/TTY: (705) 741-0260  
[www.kawarthasexualassaultcentre.com](http://www.kawarthasexualassaultcentre.com)

YWCA Peterborough Haliburton  
Crisis: 1-800-461-7656  
Office: 705.743.3526 x 130  
[www.ywcapeterborough.org](http://www.ywcapeterborough.org)

Sault Ste Marie  
Women in Crisis (Algoma) Inc.  
Crisis: 705-759-1230 or 1-877-759-1230  
[www.womenincrisis.ca](http://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](http://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](http://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](http://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](http://www.trccmwar.ca)

Windsor  
Sexual Assault Crisis Centre of Essex County  
Crisis: 519-253-9667  
[www.saccwindsor.net](http://www.saccwindsor.net)

Woodstock  
Domestic Abuse Services Oxford  
Crisis: 519 539-4811 or 1-800-265-1938  
info@daso.ca  
[www.daso.ca](http://www.daso.ca)