

## Sexual Violence Policy

Academy of Learning Career and Business College  
401 Bay Street, 10<sup>th</sup> Floor, Toronto, Ontario, M5H 2Y4

### 1. Sexual Violence Policy

- (a) The Academy of Learning Career and Business College, Bay and Queen, 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) The Academy of Learning Career and Business College, Bay and Queen, shall provide students with a copy of the Sexual Violence Policy, and the acknowledgement 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. They will also receive training 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 complete Sexual Violence Policy shall be published and posted in the campus reception area. Additional copies can be provided upon request.
- (c) Any person subject to, or witnessing incidents of, or complaints of, sexual violence should report to the Chief Operating Officer, Chamara Perera, [chamara@aoltoronto.com](mailto:chamara@aoltoronto.com), 647-830-6305 upon becoming aware of them.
- (d) Students who have been affected by sexual violence or who need

information about support services should contact the Chief Operating Officer, Chamara Perera at [chamara@aoltoronto.com](mailto:chamara@aoltoronto.com), or 647-830-6305.

- (e) Subject to Section 4 below, to the extent it is possible, the Academy of Learning Career and Business College, Bay and Queen, 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.
  - (ii) ensuring that the documentation is kept in a separate section of the digital file from that of the Complainant/student or the Respondent.
- (f) The Academy of Learning Career and Business College, Bay and Queen, 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) above, in certain circumstances, the Academy of Learning Career and Business College, Bay and Queen, 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, the Academy of Learning Career and Business College, Bay and Queen, will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact the Chief Operating Officer, Chamara Perera, at [chamara@aoltoronto.com](mailto:chamara@aoltoronto.com), or 647-830-6305.
- (i) In this regard, the Academy of Learning Career and Business College, Bay and Queen, 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 the Academy of Learning Career and Business College, Bay and Queen, may file a report of an incident or a complaint to the Chief Operating Officer, Chamara Perera, in writing at [chamara@aoltoronto.com](mailto:chamara@aoltoronto.com). 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 Chief Operating Officer, Chamara Perera, 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 with 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, the Academy of Learning Career and Business College, Bay and Queen, 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;

The Chief Operating Officer, Chamara Perera, will be:

- (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

following the investigation, the Chief Operating Officer, Chamara Perera, will:

- (vi) review all of the evidence collected during the investigation;
- (vii) determine whether sexual violence occurred, and if so
- (viii) 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 the Academy of Learning Career and Business College, Bay and Queen, 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.
- (b) Should the Complainant or the Respondent not agree with the decision resulting from the interaction with the Director of Human Resources, 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.

## 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.
- (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.

**9. Review**

- (a) The Academy of Learning Career and Business College, Bay and Queen, shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.
- (b) The Academy of Learning Career and Business College, Bay and Queen, shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. The date of this revision is July 17, 2024.

**10. Collection of Student Data**

- (a) The Academy of Learning Career and Business College, Bay and Queen, shall collect and be prepared to provide upon request by the Superintendent of Career Colleges such data and information as required according to Subsections 32.1 (8), (9), (10) and (11) of Schedule 5 of the Ontario 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

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: <https://www.sadvttreatmentcentres.ca/find-a-centre/>

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)

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/>

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)

Cornwall  
Sexual Assault Support Services for Women  
Office: 613-932-1755  
<http://sassforwomen.ca/>  
Kitchener-Waterloo  
Sexual Assault Support Centre of Waterloo Region  
Crisis: 519.741.8633 Office: 519.571.0121  
[info@sascwr.org](mailto:info@sascwr.org) [www.kwsasc.org](http://www.kwsasc.org)

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: (705) 646-2122 or 1-877-406-1268  
[www.daphnewymn.com](http://www.daphnewymn.com)

London  
Sexual Assault Centre London Crisis: 519-438-  
2272  
Office 519-439-0844 TTY: 519-439-0690  
[sacl@sacl.ca](mailto:sacl@sacl.ca) [www.sacl.ca](http://www.sacl.ca)

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



London Abused Women's Centre  
Office: 519-432-2204  
E-Mail: [info@lawc.on.ca](mailto: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 & Kawarthas  
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)

Iethinisten:ha Women's Shelter Akwasasne Family  
Violence  
Program 24-Hour Crisis: 1-800-480-4208  
Phone: 613-937-4322  
[www.akwesasne.ca/iethinistenha-women's-shelter](http://www.akwesasne.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.qwwomenincrisis.org](http://www.qwwomenincrisis.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](mailto:sack@sackington.com) [www.sackington.com](http://www.sackington.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](mailto:hnws@hnws.on.ca) [www.hnws.on.ca](http://www.hnws.on.ca)

St. Catharines

Niagara Region Sexual Assault Centre  
Crisis: (905) 682-4584 Office: (905) 682-7258  
[carsa@sexualassaultniagara.org](mailto: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](mailto: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](mailto:info@tawc.ca) <http://www.tawc.ca/>

Toronto

Oasis Centre des Femmes Téléphone : 416-591-6565  
Courriel : [services@oasisfemmes.org](mailto: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](mailto:info@trccmwar.ca) [crisis@trccmwar.ca](mailto: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](mailto:info@daso.ca) [www.daso.ca](http://www.daso.ca)