

Sexual Violence Policy

CENTRAL COLLEGE OF BUSINESS & TECHNOLOGY

1. Central College of Business & Technology (CCBT) 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.
2. 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

1. CCBT 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 CCBT Instructors, Administrative staff and any other staff and training to them about the policy and its processes of reporting, investigating, and responding to complaints of sexual violence involving its students will occur.
2. The complete Sexual Violence Policy shall be published on the website and posted in the campus noticeboard. Additional copies can be provided upon request.
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 CCBT’s policies relating to drug or alcohol use at the time the alleged sexual violence occurred.
4. 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 CCBT’s staff or investigators, including irrelevant questions relating to the student’s sexual expression or past sexual history.
5. Any person subject to, or witnessing incidents of, or complaints of, sexual violence will report to the **Student Support Officer, Shreya Bhutani at: Shreya@central-college.ca; upon** becoming aware of them.

6. Students who have been affected by sexual violence or who need information about support services should contact the **Student Support Officer, Shreya Bhutani**.
7. Subject to Section 4, to the extent it is possible, CCBT, 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
 1. 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
 2. ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent.
8. CCBT 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 (f), in certain circumstances, CCBT, 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 (f) above, CCBT will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact the **Student Support Officer** in this regard. CCBT, 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

1. Under this Sexual Violence Policy, any student of CCBT may file a report of an incident or a complaint to the **Student Support Officer** in writing. Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, the **Student Support Officer** will respond promptly and:
 - determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation.
 - determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved.
 - 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, CCBT, 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.
- Once an investigation is initiated, the following will occur
 - the Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation.
 - 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.
 - 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.
 - interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses.
 - providing reasonable updates to the Complainant and the Respondent about the status of the investigation.

2. Following the investigation, the **Student Support Officer** will:

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

5. Disciplinary Measures

- If it is determined by CCBT that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include:
 - disciplinary action up to and including termination of employment of Instructors, Administrative staff or other staff; or
 - expulsion of a student; and /or
 - the placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or
 - any other actions that may be appropriate in the circumstances

6. Appeal

- i. Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to the **Campus Director, Balraj Sidhu** within 7 business days by submitting a letter addressed to:

1140 Burnhamthorpe Road West, Unit 201

Mississauga ON L5C 4E9

Attention: Campus Director

advising of the person's intent to appeal the decision.

If still dissatisfied with the resolution, the student could refer the complaint to the **Superintendent of Private Career Colleges**.

Under the *Private Career Colleges Act, 2005* and its regulations, the Superintendent of Private Career Colleges can consider a student's **complaint only after**:

- the student has followed the college's student complaint procedure
- has complained directly to the college
- is not satisfied with the outcome

Student can request the Superintendent of Private Career Colleges to review the concern or complaint by submitting it using the ministry's Program Approval and Registration Information System (PARIS). A student can also create a student account.

Student's complaint or concern can be tracked easily and addressed directly through their account. Student may also request a review of the complaint by email:

pcc@ontario.ca

Once the student submits their complaint and any supporting documents, the superintendent or a delegate will review the documents and advise on next steps.

7. Making False Statements

- i. 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.
- ii. Individuals who violate this Sexual Violence Policy are subject to disciplinary and/or corrective action up to and including termination of employment of instructors/administrative staff, other staff or expulsion of a student.

8. Reprisal

- i. 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.
- ii. 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

- CCBT shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.
- CCBT, shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. This date is October 7, 2022.

10. Collection of Student Data

- i. CCBT 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 I: Resources – Off Campus Support

It is often difficult to disclose and report incidents of sexual violence. It is entirely up to you if you choose to report the incident; however, we strongly encourage you to do so. You are not required to report an incident of, or make a complaint about, sexual violence to obtain supports, services, or accommodation.

A number of other resources are available to you, including:

Location	Resource	Telephone
Ontario	Good2Talk – Ontario Post-Secondary Student Helpline https://good2talk.ca/ontario/	1-866-925-5454 or 2-1-1; Available 24 hours a day
Toronto	Toronto Rape Crisis Centre https://trccmwar.ca/	(416) 597-8808; Available 24 hours a day
York	Women's Support Network of York Region https://womenssupportnetwork.ca/	1-800-263-6734 (toll free) (905) 895-7313; Available 24 hours a day
Peel	Hope 24/7: Sexual Assault Centre of Peel https://www.hope247.ca/	1-800-810-0180; Available 24 hours a day
Durham	Durham Rape Crisis Centre https://drcc.ca/	(905) 668-9200; Available 24 hours a day
Toronto	The 519 Community Centre https://www.the519.org	(416) 392-6874; Weekdays: 10am to 5pm and Weekends: 10am to 4pm
Ontario	Assaulted Women's Helpline https://www.awhl.org	1-866-863-0511; available 24 hours a day, in 200 languages

You can contact a Sexual Assault/Domestic Violence Treatment Centre.

Sexual Assault / Domestic Violence Treatment Centres in Ontario are hospital-based centres that provide 24/7 emergency care to individuals who have been sexually assaulted or who are victims or survivors of domestic violence (intimate partner) abuse. Services include:

- Emergency medical care
- Crisis intervention
- Collection of forensic evidence
- Access to emergency contraception and preventative treatment for sexually transmitted infections
- Medical follow-up
- Counselling
- Referral to community resources.

You can choose to have centre staff conduct a physical examination, offer medical care and/or collect any physical (forensic) evidence of a recent sexual assault. It is your decision whether you wish to report the assault to the police or provide the forensic evidence. If you think you were drugged and sexually assaulted, Sexual Assault/Domestic Violence Treatment Centres can also test to determine the presence of drugs in your body. To reach the Sexual Assault/Domestic Violence Treatment Centre in Ontario nearest you, contact:

**Ontario Network of Sexual Assault/Domestic Violence Treatment Centres, 76
Grenville Street, Toronto, ON M5S 1B2, Tel. (416) 323-7327;
<https://www.sadvtreatmentcentres.ca/>**

Sexual Assault/Rape Crisis Centres - www.sexualassaultsupport.ca

Sexual Assault/Rape Crisis Centres offer a wide variety of services to victims and survivors of sexual violence, 16 years and over. Services include a 24-hour anonymous crisis/support telephone line, individual and group counselling, court, police and hospital accompaniment, information on the legal system, and community referrals. Francophone services are available in designated areas