

Sexual Violence & Harassment Policy

This Policy Statement:

Royal Crown College of Business and Technology is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment.

Royal Crown College of Business and Technology will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment.

Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

Students who have been affected by sexual violence or who need information about support services should contact Mino Chou along with the supporting Appendix outlining several support agencies in the GTA area where Royal Crown College of Business and Technology is located.

Royal Crown College of Business and Technology will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact Mino Chou.

Royal Crown College of Business and Technology 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 attached hereto.

Students are not required to report an incident of, or make a complaint about, sexual violence to obtain supports, services, or accommodation.

Royal Crown College of Business and Technology 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, staff, instructors, 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.

The Sexual Violence Policy shall also be published on its website and in a conspicuous location on the campus.

I. DEFINITIONS

Sexual assault: A criminal offence under the *Criminal Code* of Canada. Sexual assault is any type of unwanted sexual act done by one person to another that violates the sexual integrity of the victim and involves a range of behaviours from any unwanted touching to penetration. Sexual assault is characterized by a broad range of behaviours that involve the use of force, threats, or control towards a person, which makes that person feel uncomfortable, distressed, frightened, threatened, or that is carried out in circumstances in which the person has not freely agreed, consented to, or is incapable of consenting to.

Sexual violence: A broad term that describes any violence, physical or psychological, carried out through sexual means or by targeting sexuality. This violence takes different forms including sexual abuse and sexual assault.

Consent: The voluntary and explicit agreement to engage in the sexual activity in question. It is the act of willingly agreeing to engage in specific sexual behaviour, and requires that a person can freely choose between two options: yes and no. This means that there must be an understandable exchange of affirmative words, which indicates a willingness to participate in mutually agreed upon sexual activity. It is also imperative that everyone understands the following:

- Silence or non communication must never be interpreted as consent and a person in a state of diminished judgment cannot consent.
- A person is incapable of giving consent if they are asleep, unconscious or otherwise unable to communicate.
- A person who has been threatened or coerced (i.e. is not agreeing voluntarily) into engaging in the sexual activity is not consenting to it.
- A person who is drugged is unable to consent.
- A person is usually unable to give consent when under the influence of alcohol.
- A person maybe unable to give consent if they have a mental disability preventing them from fully understanding the sexual acts.
- The fact that consent was given in the past to a sexual or dating relationship does not mean that consent is deemed to exist for all future sexual activity.
- A person can withdraw consent at any time during the course of a sexual encounter.

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- A person is incapable of giving consent to a person in a position of trust, power or authority, such as, a faculty member initiating a relationship with a student who they teach, an administrator in a relationship with anyone who reports to that position.
- Consent cannot be given on behalf of another person.

It is the responsibility of the initiator of sexual activity to ensure clear and affirmative responses are communicated at all stages of sexual engagement. It is also the initiator's responsibility to know if the person they are engaging with sexually is a minor.

Note: For information purposes only, the *Criminal Code* defines "consent" as follows:

Consent: The voluntary agreement to engage in the sexual activity in question.

No consent is obtained where

- a) the agreement is expressed by the words or conduct of a person other than the complainant.
- b) the complainant is incapable of consenting to the activity.

the accused induces the complainant to engage in the activity by abusing a position of trust, power or authority.

- c) the complainant expresses, by words or conduct, a lack of agreement to engage in the activity or
- d) the complainant, having consented to engage in sexual activity, expresses, by words or conduct, a lack of agreement to continue to engage in the activity.

Acquaintance sexual assault: Sexual contact that is forced, manipulated, or coerced by a partner, friend or acquaintance.

Age of consent for sexual activity: The age at which a person can legally consent to sexual activity. In Canada, children under 12 can never legally consent to sexual acts.

Sixteen is the legal age of consent for sexual acts. There are variations on the age of consent for adolescents who are close in age between the ages of 12 and 16. Twelve and 13 years old's can consent to have sex with other youth who are less than 2 years older than themselves. Youth who are 14 and 15 years old may consent to sexual involvement that is mutual with a person who is less than 5 years older. Youths 16 and 17 years old

may legally consent to sexual acts with someone who is not in a position of trust or authority.

Coercion: In the context of sexual violence, coercion is unreasonable and persistent pressure for sexual activity . Coercion is the use of emotional manipulation, blackmail, threats to family or friends, or the promise of rewards or special treatment, to persuade someone to do something they do not wish to do, such as being sexual or performing sexual acts.

Drug facilitated sexual assault: The use of alcohol and/or drugs (prescription or non prescription) by a perpetrator to control, overpower or subdue a victim for purposes of sexual assault.

Stalking: A form of criminal harassment prohibited by the *Criminal Code* of Canada. It involves behaviours that occur on more than one occasion and which collectively instill fear in the victim or threaten the victim/target’s safety or mental health. Stalking can also include threats of harm to the target’s friends and/or family. These behaviours include but are not limited to non consensual communications (face to face, phone, email, social media); threatening or obscene gestures; surveillance; sending unsolicited gifts; “creeping” via social media/cyber stalking; and uttering threats.

Survivor: Some who have experienced sexual violence may choose to identify as a survivor. Individuals might be more familiar with the term “victim”. We use the term survivor throughout this policy where relevant because some who have experienced sexual assault believe they have overcome the violent experience and do not wish to identify with the victimization. It is the prerogative of the person who has experienced these circumstances to determine how they wish to identify.

II. PURPOSE AND INTENT OF THE POLICY

All members of our College community have a right to work and study in an environment that is free from any form of sexual violence. This document sets out our policy and response protocol to sexual violence and ensures that those who experience sexual violence are believed and their rights respected, that the College has a process of investigation that protects the rights of individuals and holds individuals who have committed an act of sexual violence accountable.

III. POLICY STATEMENT

Sexual assault and sexual violence are unacceptable and will not be tolerated. We are committed to challenging and preventing sexual violence and creating a safe space for anyone in our college community who has experienced sexual violence. The College is expected to be a safe and positive space where members of the college community feel able to work, learn and express themselves in an environment free from sexual violence.

All reported incidents of sexual violence will be investigated to the best of the administration's ability and in a manner that ensures due process. It is this policy's intention to make individuals feel comfortable about making a report in good faith about sexual violence that they have experienced or witnessed.

We recognize that sexual violence can occur between individuals regardless of sexual orientation, gender, and gender identity or relationship status as articulated in the Ontario *Human Rights Code*. We also recognize that individuals who have experienced sexual violence may experience emotional, academic or other difficulties.

We are committed to:

1. Assisting those who have experienced sexual violence by providing choices, including detailed information and support, such as provision of and/or referral to counseling and medical care, information about legal options, and appropriate academic and other accommodation.
2. Ensuring that those who disclose that they have been sexually assaulted are believed, and that their right to dignity and respect is protected throughout the process of disclosure, investigation and institutional response.
3. Treating individuals who disclose sexual violence with compassion, recognizing that they are the final decision makers about their own best interests.
4. Ensuring that on campus (internal) investigation procedures are available in the case of sexual violence, even when the individual chooses not to make a report to the police.
5. Engaging in appropriate procedures for investigation and adjudication of a complaint which are in accordance with College

policies, standards and applicable collective agreements, and that ensure fairness and due process.

6. Ensuring coordination and communication among the various departments who are most likely to be involved in the response to sexual violence on campus.

7. Engaging in public education and prevention activities.

8. Providing information to the College community about our sexual violence policies and protocols.

9. Providing appropriate education and training to the College community about responding to the disclosure of sexual violence.

IV. REPORTING AND RESPONDING TO SEXUAL VIOLENCE

1. Members of the college community should immediately report sexual violence incidents they witness or have knowledge of, or where they have reason to believe that sexual violence occurred or may occur. Members who have experienced sexual violence are encouraged to come forward to report as soon as they are able to do so.

2. Persons in a position of authority, including persons directing the activities of others, shall take immediate action to respond to or to prevent sexual violence from occurring.

3. Where the college becomes aware of incidents of sexual violence by a member of the college community or against a member of the college community, which occur on or off college property and that pose a risk to the safety of members of the college community, the college shall take all reasonable steps to ensure the safety of the college community.

V. COMPLAINT PROCESS AND INVESTIGATIONS

A complaint of sexual assault or any other kind of sexual violence can be filed under this Policy by any member of the College community.

The College will seek to achieve procedural fairness in dealing with all complaints. As such, no sanction and/or disciplinary action will be taken against a person or group without their knowledge where there is an alleged breach of this Policy. Respondents will be given reasonable notice, with full

detail of the allegations and provided with an opportunity to answer to the allegations made against them.

Right to Withdraw a Complaint

A complainant has the right to withdraw a complaint at any stage of the process. However, the College may continue to act on the issue identified in the complaint to comply with its obligations under this Policy and/or its legal obligations.

Protection from Reprisals, Retaliation or Threats

It is contrary to this Policy for anyone to retaliate, engage in reprisals or threaten to retaliate against a complainant or other individual for:

- having pursued rights under this Policy or the Ontario *Human Rights Code*;
- having participated or cooperated in an investigation under this Policy or the Ontario *Human Rights Code*; or
- having been associated with someone who has pursued rights under this Policy or the Ontario *Human Rights Code*.

Anyone engaged in such conduct may be subject sanctions and/or discipline.

Unsubstantiated or Vexatious Complaints

If a person, in good faith, discloses or files a sexual violence complaint that isn't supported by evidence gathered during an investigation, that complaint will be dismissed.

Disclosures or complaints that are found following investigation to be frivolous, vexatious or bad faith complaints, that is, made to purposely annoy, embarrass or harm the respondent, may result in sanctions and/or discipline against the complainant.

Confidentiality

Confidentiality is particularly important to those who have disclosed sexual violence. The confidentiality of all persons involved in a report of sexual violence must be strictly observed, and the college does its best to respect the

confidentiality of all persons, including the complainant, respondent and witnesses; however, confidentiality cannot be assured in the following circumstances:

- an individual is at imminent risk of self harm;
 - an individual is at imminent risk of harming another;
- and/or
- there are reasonable grounds to believe that others in the College or wider community may be at risk of harm.

In such circumstances, information would only be shared with necessary services to prevent harm, and the name of the survivor would not be released to the public.

Where the College becomes aware of an allegation of sexual violence by a member of the College community against another member of the College community, the College may also have an obligation to take steps to ensure that the matter is dealt with in

order to comply with the College's legal obligation and/or its policies to investigate such allegations. In such cases, certain College administrators will be informed about the reported incident on a "need to know" and confidential basis, but not necessarily of the identities of the persons involved.

SEXUAL ASSAULT AND SEXUAL VIOLENCE PROTOCOL

1. If You Have Experienced Sexual Violence, You Would like to File a Formal Complaint pressing charges or if You Witnessed Sexual violence

Please contact our Director, **Mino Chou at 416-519-0476** and we will assist you by providing the resources and support you need. We understand that is often difficult to disclose and report incidents of sexual violence and we agree that it is entirely up to you whether you choose to report the incident; however, we strongly encourage you to do so. A number of other resources are available to you, including:

- Toronto Rape Crisis Centre
- Women's Support Network of York Region
- Oasis Centre de Femmes

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Information about these resources is available below.

Anyone who has experienced sexual violence has the right to:

- be treated with dignity and respect,
- be believed,
- be informed about on and off campus services and resources,
- decide whether to access available services and to choose those services they feel will be most beneficial,
- decide whether to report to campus security and/or local police,
- have an on campus investigation with the institution's full cooperation,
- have a safety plan,
- have reasonable and necessary actions taken to prevent further unwanted contact with the alleged perpetrator(s).

Please note that if a member of faculty or staff of the College becomes aware of an allegation of sexual violence against another member of the College community, the faculty or staff is required to report the alleged incident to the campus managing director (**Mino Chou - 416-519-0476**) immediately.

APPENDIX

Sexual Assault Centres (Ontario)

<i>Region in Ontario</i>	<i>Sexual Assault Centre</i>	<i>24-hr Crisis Line</i>	<i>Office Phone</i>
Peel	Hope 24/7: Sexual Assault Centre of Peel	1-800-810-0180	905-792-0821
Toronto	Multicultural Women Against Rape/Toronto Rape Crisis Centre	(416) 597-8808	416-597-1171
York	Women's Support Network of York Region	1-800-263-6734 905-895-7313	905-895-3646

Pour le support francophone aux femmes victimes d'agression sexuelle:

CALACS (Francophone Sexual Assault Centres) in Ontario

Oasis Centre des femmes

www.oasisfemmes.org

465 Yonge Street PO Box 73022 Wood Street PO Toronto ON M4Y 2W5 Toronto

416-591-6565

services@oasisfemmes.org