



Policy Number	027		
Policy Name	Sexual Violence Policy		
Date Approved	Dec. 14, 2016	By	Carlos A. Carvalho
Date Effective	December 31, 2016		
Manuals	Student Handbook		
Scheduled Review Date	January 31, 2026		

Record of Policy Changes		
Date	Approved by	Information Changed
Jan 2, 2020	Sean Grant	Updated contact information in the questions section of the document
Feb 28, 2022	Sean Grant	Added sections 5.2 and 11.3. Reviewed the policy and no other changes are required at this time
2023-12-18	Dr. Amanda Harris	Changed all references to private career colleges to career colleges, the Private Career Colleges Act, 2005 to the Ontario Career Colleges Act, 2005, and the Superintendent of Private Career Colleges to the Superintendent of Career Colleges.
2024-10-30	Sean Grant	Updated Appendix A – List of resources

1. Purpose

- 1.1. This document sets out our policy on sexual violence, defines the prohibited behaviours, and outlines our investigative processes for sexual violence.

2. Scope

- 2.1. This policy applies to all students and guests of CTS Canadian Career College as well as any contract workers that perform work for CTS Canadian Career College.
- 2.2. The policy applies to all complaints of sexual violence that have occurred at a CTS Canadian Career College campus or at a CTS Canadian Career College event and involve members of the career college community as defined in the previous paragraph.

3. Policy Statement

- 3.1. All members of CTS Canadian Career College have a right to study and work in an environment free of sexual violence. The college is committed to providing members of our college community an educational environment free from sexual violence and treating those individuals who report incidents of sexual violence with dignity and respect.
- 3.2. To that end CTS Canadian Career College will educate and train faculty, staff and students about this policy and how to identify situations that involve, or could progress into, sexual violence and how to reduce these forms of prohibited behaviours.

4. Definitions and Acronyms

Workplace	Any land, premises, location, social media outlets, or thing at, upon, in or near where a worker works.
Sexual Misconduct	Sexual Misconduct includes sexual violence and sexual harassment.
Sexual Harassment	Without limiting the generality of the foregoing, includes; Any course of vexatious comment or conduct of a sexual nature that is known or ought reasonably to have been known to be unwelcome including: offensive jokes or comments of a sexual nature; displaying of pornographic or sexist pictures or material, including online; suggestive or offensive remarks; unwelcome language related to gender; remarks, jokes, innuendoes, propositions, or taunting about a person's body, attire, sex or sexual orientation; bragging about sexual prowess; physical contact such as touching, patting, or pinching with and underlying sexual connotation; and sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome.
Sexual Violence	Without limiting the generality of the foregoing includes; sexual assault, which is any type of an unwanted sex act done by one person to another, without that person's consent, that violates the sexual integrity of an individual ranging from unwanted touching to penetration; any violence, physical or psychological, carried out through sexual means or act targeting a person's sexuality, gender identity or gender expression including; sexual abuse, criminal harassment, stalking, indecent exposure, sexual exploitation and cyber bullying.
Complainant	The person making an allegation will be referred to as the complainant
Respondent	The person accused of engaging in sexual violence will be referred to as the respondent

5. Responsibilities

5.1. The College

- 5.1.1. CTS Canadian Career College is responsible to provide adequate training to everyone that is part of the college community and to outline the proper procedures required to address any situation that could contain sexual violence.
- 5.1.2. The Sexual Violence Policy shall be published on our website, placed on our Occupational Health and Safety Boards, and a copy of the policy will be provided to anyone who requests it.



5.1.3. CTS Canadian Career College will also consider student input in the development of the policy and will review it once every three years, at a minimum, again considering input from students.

5.1.4. CTS will also include the policy in every student enrolment contract, and keep a record on:

5.1.4.1. the number of times supports, services, and accommodations relating to sexual violence are requested and obtained by students;

5.1.4.2. any initiatives established to promote awareness of the services and supports available to students;

5.1.4.3. the number of incidents and complaints of sexual violence reported by students, and information about such incidents and complaints; and

5.1.4.4. the implementation and effectiveness of the policy

5.1.5. Where a complaint has been made, under this policy, the College will take all reasonable steps to investigate it, including as follows:

5.1.5.1. responding promptly to any complaint and providing reasonable updates to the complainant and the respondent about the status of the investigations;

5.1.5.2. assisting those who have experienced sexual violence or sexual harassment in obtaining counselling and medical care;

5.1.5.3. providing those who have experience sexual violence or sexual harassment with appropriate academic and other accommodation;

5.1.5.4. providing those who have experienced sexual violence or sexual harassment with information about reporting options; and

5.1.5.5. providing on-campus investigation procedures for sexual violence complaints.

5.2. Instructors

5.2.1. The Instructors will take all reasonable steps to prevent sexual violence and sexual harassment on campus or at college events and will report immediately to the Campus Director or Sean Grant, designate for this policy, if they are subject to, witness, or have knowledge of sexual violence, or have reason to believe that sexual violence has occurred or may occur.

5.3. Students

5.3.1. The students are responsible to maintain a safe and healthy campus community by refraining from all activities defined under sexual violence. They also have a responsibility to report immediately to their Campus Director or Sean Grant, designate for this policy, if they are subject to, witness or have knowledge of sexual violence, or have reason to believe that sexual violence or sexual harassment has occurred or may occur.

5.3.2. 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 career college's staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history.

5.3.3. Students who have been affected by Sexual Violence or who need information about support services should contact Sean Grant, designate for this policy.

6. Reporting and Responding to Sexual Violence

6.1. All members of CTS Canadian Career College community will take all reasonable steps to prevent sexual violence on our campus or events of the campus and report immediately to their instructor, Campus Director or Sean Grant, designate for this policy, if they are subject to, witness or have knowledge of sexual violence, or have reason to believe that sexual violence has occurred or may occur.

6.2. To the extent it is possible, Sean Grant, designate for this policy, will attempt to keep all information disclosed confidential except in those circumstances they believe an individual is at imminent risk of self-harm, or of harming another, or there are reasonable grounds to believe that others in the career college community are at risk. This will be done by:

6.2.1. ensuring that all complaints/reports and information gathered as a result of the complaint/reports will only be available to those who need to know for the purposes of investigation, implementing safety measures, and other circumstances that arise from any given case; and

6.2.2. ensuring that the documentation is kept in a separate file from that of the complainant, student or the respondent

6.3. CTS Canadian Career College recognizes the right of the complainant to determine whether his or her complaint will be dealt with by the police and/or CTS Canadian Career College. However, in certain circumstances, CTS Canadian Career College may be required by law or our 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 college community is at risk.

6.4. In all cases CTS Canadian Career College will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact Sean Grant, designate for this policy.

6.5. In this regard, CTS Canadian Career 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.

7. Investigating Reports of Sexual Violence

7.1. A complaint of sexual violence may be filed under this Policy, by any member of our career college community, to Sean Grant, designate for this policy, in writing. The other official, offices or departments that will be involved in the investigation are:

7.1.1. Campus Director, Member of the Academics Department - Head Office Alternate

7.2. Upon receipt of a report of an incident, or a complaint of alleged sexual violence being made Sean Grant, designate for this policy, will respond promptly and:

7.2.1. determine whether an investigation should proceed and if the complainant wishes to participate in an investigation;

7.2.2. Determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;

7.2.3. 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, CTS Canadian Career College may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and

7.2.4. determine what interim measure 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.

7.3. Once an investigation is initiated, the following will occur;

7.3.1. the complainant and the respondent will be advised that they may ask another person to be present throughout the investigation;

7.3.2. an interview will be conducted with the complainant to ensure a complete understanding of the allegation and to gather 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;

7.3.3. 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;

7.3.4. interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses;

7.3.5. providing reasonable updates to the complainant and the respondent about the status of the investigation; and

7.4. following the investigation, Sean Grant, designate for this policy, will:

- 7.4.1. review all of the evidence collected during the investigation;
- 7.4.2. determine whether sexual violence occurred; and if so
- 7.4.3. determine what disciplinary action, if any, should be taken as set out in Section 8 of this policy

8. Disciplinary Measures

- 8.1. If it is determined by CTS Canadian Career College that a member of our career college community has been involved in sexual violence, immediate disciplinary or corrective action will be taken. This may include:
 - 8.1.1. Disciplinary action up to and including termination of employment of instructors or staff; or
 - 8.1.2. expulsion of a student; and/or
 - 8.1.3. the placement of certain restrictions on the respondent's ability to access certain premises or facilities; and/or
 - 8.1.4. any other actions that may be appropriate in the circumstances.
- 8.2. In cases where criminal proceedings are initiated, CTS Canadian Career College will assist police agencies, lawyers, insurance companies, and courts to the fullest extent.
- 8.3. Where criminal and/or civil proceedings are commenced in respect to allegations of sexual violence or sexual harassment, CTS Canadian Career College may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.

9. Appeal

- 9.1. Should the complainant or the respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to the Academics Department, within seven calendar days by submitting a letter addressed to The Academics Department advising of the person's intent to appeal the decision.
- 9.2. The letter should be sent to;
 - 9.2.1. Academics Department - Appeals**
1495 Seymour Street Unit 10
North Bay, Ontario, P1A 1C5
- 9.3. An email, containing a copy of the letter should also be sent to hr@ctsgcc.com

10. Making False Statements

- 10.1. It is a violation of this policy for anyone to knowingly make a false complaint of sexual violence or sexual harassment or to provide false information about a complaint.

10.2. Individuals who violate this 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.

11. Reprisal

11.1. It is a violation of this policy to retaliate or threaten to retaliate against a complainant, acting in good faith, who has brought forward a complaint of sexual violence or sexual harassment, provided information related to a complaint, or otherwise been involved in the complaint investigation process.

11.2. 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.

11.3. 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 the career college's policies relating to drug or alcohol use at the time the alleged sexual violence occurred

12. Review

12.1. CTS Canadian Career College will ensure that student input is considered in the development of its Sexual Violence Policy at each time it is reviewed or amended.

12.2. CTS Canadian Career College shall review its Sexual Violence Policy three years after it is first implemented and amend it where appropriate. The next date of review is December 31, 2020.

13. Collection of Student Data

13.1. CTS Canadian Career College 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. 3 (8), (9) and (10) of Schedule 5 of the *Ontario Career Colleges Act, 2005* as amended.

References

Occupational Health and Safety Act

Ontario Career Colleges Act, 2005

Student Handbook

Questions

For any questions or concerns about this policy or anything outlined in the body of the policy, a written request can be sent to your campus director or the designate of this policy.



Appendix A

The following represents a list of Provincial Rape Crisis Centres that could be provided as resources:

Canadian Association of Sexual Assault Centres,
Ontario Coalition of Rape Crisis 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

Français
Fem'aide
Telephone Toll-Free: 1-877-336-2433
ATS: 1 (866) 860-7082
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, head to www.satcontario.com

Local
Alliston, Barrie, Collingwood, Midland and Orillia
Huron 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.huroniatrtransitionhomes.ca

Belleville
Sexual Assault Centre for Quinte and District
Toll-Free: 1 (877) 544-6424
Office: (613) 967-6300
www.sacqd.com

Bracebridge
Muskoka/Parry Sound Sexual Assault Services

Parry Sound District Office
Office: (705) 774-9083 or 1 (877) 851-6662

Muskoka District Office
Crisis: (800) 461-2929
Office: (705) 646-2122 or 1 (877) 406-1268
<https://www.mpssas.org/>

Brantford
Sexual Assault Centre of Brantford
Crisis Line: (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

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
Crisis Line: (613) 932-1603
Office: (613) 932-1755
<http://sassforwomen.ca/>

Akwasasne Family Violence Program
24-Hour Crisis Line: 1 (800) 480-4208
Phone: (613) 937-4322

Durham Region
Durham Rape Crisis Centre
Crisis Line: (905) 668-9200
Office: (905) 444-9672
info@drcc.ca
www.drcc.ca



Eganville

Women's Sexual Assault Centre of Renfrew County
24-Hour Crisis Line: 1 (800) 663-3060
Office: (613) 735-5551

Guelph

Guelph-Wellington Women in Crisis
Crisis Line: 1 (800) 265-7233
Office: (519) 836-1110
www.gwwomenincrisis.org

Hamilton

Sexual Assault Centre (Hamilton and Area)
Crisis Line: (905) 525-4162
Office (905) 525-4573
TTY: (905) 525-4592
www.sacha.ca

Kenora

Kenora Sexual Assault Centre
Crisis Line: (807) 468-7233 or 1 (800) 565-6161
Office: (807) 468-7958

Kingston

Sexual Assault Centre Kingston
Crisis Line: (613) 544-6424 or 1 (877) 544-6424
Office: (613) 545-0762
Email: sack@sackkingston.com
Website: www.sackkingston.com

Kitchener-Waterloo

Sexual Assault Support Centre of Waterloo Region
Crisis Line: (519) 741-8633
Office: (519) 571-0121
Email: info@sascwr.org
Website: www.sascwr.org

London

Sexual Assault Centre London
Crisis Line: (519) 438-2272
Office (519) 439-0844
TTY: (519) 439-0690
Email: sacl@sacl.ca
Website: www.sacl.ca

London Abused Women's Centre

Office: (519) 432-2204
Email: info@lawc.on.ca
Website: <http://lawc.on.ca/>

London Anova

Crisis and Support Line: (519) 642-3000 or 1 (800) 265-1576
Website: www.anovafuture.org

Peel Region

Hope 24/7 (*Formerly the Sexual Assault/Rape Crisis Centre of Peel*)
Crisis Line: 1 (800) 810-0180
Office: (905) 792-0821
Website: www.hope247.ca

Newmarket

Women's Support Network of York Region
Crisis: 1 (800) 263-6734 or (905) 895-6734
Office: (905) 895-3646
Website: www.womenssupportnetwork.ca

North Bay

Amelia Rising Women's Sexual Assault Centre of Nipissing/Centre D'aggressions Sexuelles de Nipissing
Crisis Line: (705) 476-3355
Office: (705) 840-2403
TTY: (705) 840-5877
Email: info@ameliarising.ca
Website: www.ameliarising.ca

Oakville

Sexual Assault & Violence Intervention Services of Halton
Crisis Line: (905) 875-1555 or 1 (877) 268-8416
Office: (905) 825-3622
Website: www.savisofhalton.org

Orangeville

Family Transition Place
Crisis Line: 1 (800) 265-9178
Office: (519) 942-4122
Website: www.familytransitionplace.ca

Ottawa

Sexual Assault Support Centre
Crisis Line: (613) 234-2266
Phone: (613) 725-2160
TTY: (613) 725-1657
Email: info@sascottawa.com
Website: <http://sascottawa.com>



Ottawa Rape Crisis Centre

Crisis Line: (613) 562-2333

Office: (613) 562-2334

Website: <http://orcc.net/>

Peterborough & Kawarthas

Kawartha Sexual Assault Centre

Crisis Line: (705) 741- 0260 or 1 (866) 298-7778

Office/TTY: (705) 741-0260 or (705) 748-5901

Website: www.kawarthasexualassaultcentre.com

YWCA Peterborough Haliburton

Crisis Line: 1 (800) 461-7656

TTY: (705) 991-0110

Office: (705) 743-3526 x 130

Website: www.ywcapeterborough.org

Sault Ste. Marie

Women in Crisis (Algoma) Inc.

Crisis Line: 705-759-1230 or 1-877-759-1230

Office: (705) 759-1230

Website: www.womenincrisis.ca

Sarnia-Lambton

Sexual Assault Survivors Centre Sarnia-Lambton

Crisis Line: (519) 337-3320 or 1 (888) 231-0536

Office: (519) 337-3154

Website: www.sexualassaultsarnia.on.ca

Simcoe

Haldimand & Norfolk Women's Service

Crisis Line: 1 (800) 265-8076

TTY: 1 (800) 815-6419

Office: (519) 805-8188

Email: hnws@hnws.on.ca

Website: www.hnws.on.ca

St. Catharines

Niagara Region Sexual Assault Centre

Crisis Line: (905) 682-4584

Office: (905) 682-7258

Email: carsa@sexualassaultniagara.org

Website: www.niagarasexualassaultcentre.com

Thunder Bay

Sexual Abuse Centre Thunder Bay

Crisis Line: (807) 344-4502

Office: (807) 344-0894 or 1 (866) 311-5927

Email: tbcounselling@tbsasa.org

Website: www.tbsasa.org

Timmins and Area Women in Crisis

Crisis Line: 1 (877) 268-8380 (Sexual assault)

Crisis Line: 1 (855) 827-7233 (Shelter)

Office: (705) 268-8381

Email: info@tawc.ca

Website: <http://www.tawc.ca/>

Toronto

Oasis Centre des Femmes

Téléphone : (416) 591-6565

Courriel : services@oasisfemmes.org

Website: www.oasisfemmes.org/

**Toronto Rape Crisis Centre: Multicultural Women
Against Rape**

Crisis Line: (416) 597-8808

Office: (416) 597-1171

Email: info@trccmwar.ca or crisis@trccmwar.ca

Website: www.trccmwar.ca

Windsor

Sexual Assault Crisis Centre of Essex County

Crisis Line: (519) 253-9667

Office: (519) 253-3100

Website: <http://www.ocrcc.ca/>

Woodstock

Domestic Abuse Services Oxford

Crisis Line: (519) 539-4811 or 1 (800) 265-1938

TTY: (519) 788-9993

Email: info@daso.ca

Website: www.daso.ca