



**The HEALTH** and **SAFETY**  
management group

## Sexual Violence Policy

### 1. Sexual Violence Policy

- a) The Health and Safety Management Group 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) The Health and Safety Management Group 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 involving 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 (“peeping Tom” privacy violation) and sexual exploitation.

### 3. Training, Reporting and Responding to Sexual Violence

- a) The Health and Safety Management Group 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 (corporate directors, controlling shareholders, owners, partners, other persons who manage or direct the career college’s affairs, and their agents), 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.
- b) The Sexual Violence Policy shall be published on its website.
- c) Career college management, instructors, staff, other employees and contractors of The Health and Safety Management Group will report incidents of or complaints of sexual violence to the President upon becoming aware of them.
- d) Students who have been affected by sexual violence or who need information about support services should contact Marianne Vogt at 905 442-9290.
- e) Subject to Section 4 below, to the extent it is possible, The Health and Safety Management Group 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) The Health and Safety Management Group 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 (g), in certain circumstances, The Health and Safety Management Group 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 (g) above, The Health and Safety Management Group will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact Marianne Vogt at 905 442-9290.

In this regard, The Health and Safety Management Group 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 Health and Safety Management Group college may file a report of an incident or a complaint to Marianne Vogt at [m.vogt@thehsmg](mailto:m.vogt@thehsmg) in writing. The other official that will be involved in the investigation is Drew Hutcheson, Vice President. If one of these people is a Respondent, the other will investigate.
- (b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Marianne Vogt 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, The Health and Safety Management Group 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, Marianne Vogt 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 The Health and Safety Management Group 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 President of The Health and Safety Management Group within 30 days by submitting a letter addressed to Betty J. McDonald, President, The Health and Safety Management Group, 85 Citizen Court, Units 3 & 4, Markham, ON, L6G 1A7, or and email to [b.mcdonald@thehsmg.com](mailto:b.mcdonald@thehsmg.com), 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) The Health and Safety Management Group 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 Health and Safety Management Group shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. This date is January 1, 2020.

## **10. Collection of Student Data**

- (a) The Health and Safety Management Group 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. 3 (8), (9) and (10) of Schedule 5 of the Private Career Colleges Act, 2005 as amended.

# Appendix 1

The following Provincial Rape Crisis Centres provide resources that can be of help to students in distress:

## CANADIAN ASSOCIATION OF SEXUAL ASSAULT CENTRES

### *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](#).

## LOCAL CENTRES

### **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 (next page)

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  
Akwesasne 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-Won 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@sackingston.com  
[www.sackingston.com](http://www.sackingston.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

[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

<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)

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. Catharines**

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](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)