

A1 Transportation Academy

Career College Sexual Violence Policy

1. Policy Application:

The Policy applies to all career college students of A1 Transportation Academy.

2. The Scope

A1 Transportation Academy 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 or any other faculty or administrative staff members that have occurred on its campus, or at one of its events and involve its students.

A1 Transportation Academy is committed to providing our students with an educational environment free from sexual violence and treating those students who report incidents of sexual violence with dignity and respect. All students of A1 Transportation Academy have a right to study in an environment free of sexual violence. This document sets out our policy on sexual violence involving our students, defines the prohibited behaviors, and outlines our investigative processes for sexual violence.

Students, faculty and staff of A1 Transportation Academy will take all reasonable steps to prevent sexual violence involving our students on our career college campus or events by reporting immediately to the Campus Manager if any of our students have been subject to, or they have witnessed or have knowledge of sexual violence involving our students, or have reason to believe that sexual violence has occurred or may occur which involves our students.

2. Definition of Sexual Violence

This Policy prohibits sexual violence which 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. A1 Transportation Academy 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 the college's website.

- c. Career college management, instructors, staff, other employees and contractors of A1 Transportation Academy will report incidents of or complaints of sexual violence to Campus Manager upon becoming aware of them.
- d. Students who have been affected by sexual violence or who need information about support services should contact the Campus Manager.

4. Personal information

Subject to Section 4 below, to the extent it is possible, A1 Transportation Academy 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:

- a. 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
- b. Ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent.
- c. A1 Transportation Academy 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.
- d. Notwithstanding section (C), in certain circumstances, A1 Transportation Academy 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 member of its campus or the broader community is at risk.
- e. In all cases, including section (f) above, A1 Transportation Academy will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact the Campus Manager.
- f. In this regard, A1 Transportation Academy 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 and the province of Ontario, as set out in Appendix 1 attached hereto. Students are not required to file a formal complaint in order to access supports and services.

5. Complaint and Investigating Reports of Sexual Violence

The person accused of engaging in sexual violence will be referred to as the 'Respondent' and the person making the allegation as the "Complainant". Under this Sexual Violence Policy, any student of A1 Transportation Academy may file a report of an incident or a complaint to the Campus Manager in writing. A complainant may ask another person to be present during the investigation. The College may also decide to use an Independent Investigator when appropriate in the circumstances. Upon a complaint of alleged sexual violence being made A1 Transportation Campus Manager will take all reasonable steps to investigate it, including as follows:

- a. Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, the College Manager will respond promptly and:

- b. Determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation;
- c. Determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;
- d. 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, A1 Transportation Academy, may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and
- e. 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.
- f. Meeting with the complainant to determine 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;
- g. interviewing the complainant, any person involved in the incident and any identified witnesses;
- h. interviewing any other person who may have knowledge of incidents related to the complaint or any other similar incidents;
- i. informing the respondent of the complaint, providing details of the allegations and giving the respondent an opportunity to respond to those allegations;
- j. Providing reasonable updates to the Complainant and the Respondent about the status of the investigation

The amendment to O. Reg. 415/06 effectively March 1, 2022.

- 1. 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 A1 Transportation Academy policies relating to drug or alcohol use at the time the alleged sexual violence occurred.
- 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 A1 Transportation Academy's staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history.

6. Investigation result:

Following the investigation, the Campus Manager or the Independent Investigator 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 7 below

7. Disciplinary Measures

If it is determined by A1 Transportation Academy that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include:

- a. Disciplinary action up to and including termination of employment of instructors or staff; or
- b. Expulsion of a student; and/or
- c. The placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or
- d. Any other actions that may be appropriate in the circumstances

In cases where criminal proceedings are initiated, A1 Transportation Academy will assist police agencies, lawyers, insurance companies, and courts to the fullest extent. Where criminal and/or civil proceedings are commenced in respect of allegations of sexual violence A1 Transportation Academy may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.

8. Appeal

Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to VP of Human Resources within 5 (Five) days by submitting a letter addressed to Campus Manager advising of the person's intent to appeal the decision. Appeals shall be subject to the Appeal Policy: Sexual Violence.

9. Making False Statements

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

10. Reprisal

It is a violation of this 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.

11. Review

This policy will be reviewed 3 years after it is first implemented.

12. Collection of Student Data

A1 Transportation Academy 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: Resources

Resources

Canadian Association of Sexual Assault Centers Ontario 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

Appendix 1: Resources

Sexual Assault Centers (Ontario) AND SERVICES

Canadian Association of Sexual Assault Centre (ONTARIO)

English:

Assaulted Women's Help Number Toll Free: 1-866-863-0511

NumberSAFE (Number7233) on Bell, Rogers, Fido or Telus mobile

TTY: 416-364-8762

You Can Contact Other Helping Centers. These Include:

Alliston, Barrie, Collingwood , Midland and Orillia 24 hour Crisis Number: Barrie: 705-737-2008 or 1-800-987-0799 Midland: 705-526-4211 or 1-800-461-1750	www.huroniatransitionhomes.ca Office: 705-526-3221
Belleville Sexual Assault Centre for Quinte and District 1-877-544-6424	www.sacqd.com Office: 613-967-6300
Bracebridge Muskoka/Parry Sound Sexual Assault Services Parry Sound 1-877-851-6662 Muskoka 1-877-406-1268	www.daphnewymn.com Office: 705-774-9083 Office: 705-646-2122
Brantford Sexual Assault Centre of Brantford Crisis Number: 519-751-3471	www.sacbrant.ca Office 519-751-1164 Email: sexualassaultcentre@sacbrant.ca
Brockville Assault Response & Care Centre 1-800-567-7415	www.arc-c.ca arc@bgh-on.ca Office: 613-345-3881
Chatham Chatham-Kent Sexual Assault Crisis Centre 24 hr Crisis Number: 519-354-8688	www.cksacc.org Office /TTY: 519-354-8908
Cornwall Sexual Assault Support Centre for Women Iethinisten:ha Women's Shelter Akwesasane Family Violence Program 24 hr Crisis Number : 1-800-480-4208	www.sassforwomen.ca Office: 613-932-1755 www.akwesasne.ca/iethinistenha-women's-shelter Office: 613-937-4322

Durham Region (Oshawa, Pickering, Ajax, Whitby, Uxbridge, Bowmanville, Port Perry) Durham Rape Crisis Centre Crisis Number: 905-668-9200	www.drcc.ca Email: info@drcc.ca Office: 905-444-9672
Eganville (Renfrew County) Women's Sexual Assault Centre of Renfrew County 24 Crisis Number: 1-800-663-3060	www.wsac.ca Office: 613-735-5551
Guelph Guelph-Wellington Women in Crisis Crisis Number: 519-836-5710 1-800-265-7233	www.gwwomenincrisis.org Office: 519-823-5806
Hamilton Sexual Assault Centre (Hamilton & area) Crisis Number: 905-525-4162 TTY: 905-525-4592	www.sacha.ca Office: 905-525-4573
Kenora Kenora Sexual Assault Centre Crisis Numbers : 807-468-7233 OR 1-800-565-6161	www.kenoralsexualassaultcentre.com Office: 807-468-7958
Kingston Sexual Assault Centre Kingston Crisis Numbers: 613-544-6424 or 1-877-544-6424	www.sackingston.com Email: sack@sackingston.com Office: 613-545-0762
Kitchener-Waterloo Sexual Assault Support Centre of Waterloo Region Crisis Number: 519-741-8633	www.kwsasc.org Email: info@sascwr.org Office: 519-571-0121
London Sexual Assault Centre London Crisis Number: 519-438-2272 TTY: 519-439-0690	www.saci.ca Email: sacl@sacl.ca Office: 519-439-0844
London Abused Women's Centre	www.lawc.on.ca Email: info@lawc.on.ca Office: 519-432-2204
Peel Region (Brampton, Mississauga, Caledon) Hope 24/7 Crisis Number: 1-800-810-0180	www.hope247.ca Office: 905-792-0821
Newmarket Women's Support Network of York Region Crisis Numbers: 1-800-263-6734 or 905-895-6734	www.womenssupportnetwork.ca Office: 905-895-3646
North Bay Amelia Rising Women's Sexual Assault Centre of Nipissing/centre d'agressions ssexuelles de Nipissing Crisis Number: 705-476-3355	www.ameliarising.ca Email: info@ameliarising.ca Office: 705-840-2403

TTY: 705-840-5877	
Oakville Sexual Assault & Violence Intervention Services of Halton Crisis Numbers: 905-875-1555 or 1-877-268-8416	www.savisofhalton.org Office: 905-825-3622
Orangeville Family Transition Place Crisis Number: 1-800-265-9178	www.familytransitionplace.ca Office 519-942-4122
Ottawa Sexual Assault Support Centre Crisis Number: 613-234-2266 TTY: 613-725-1657	www.sascottawa.com Email: info@sascottawa.com Office: 613-725-2160
Ottawa Rape Crisis Centre Crisis: 613-562-2333	www.orc.net Office: 613-562-2334
Peterborough & Kawarthas Kawartha Sexual Assault Centre Crisis Numbers: 705-741-0260 or 1-866-298-7778	www.kawarthasexualassaultcentre.com
YWCA Peterborough Haliburton Crisis Number: 1-800-461-7656	www.ywcapeterborough.org Office: 705-743-3526 ext. 130
Sault Ste. Marie Women in Crisis (Algoma) Inc. Crisis Numbers: 705-759-1230 or 1-877-759-1230	www.womenincrisis.ca
Sarnia-Lambton Sexual Assault Survivors Centre Sarnia-Lambton Crisis Numbers: 519-337-3320 or 1-888-231-0536	www.sexualassaultsarnia.on.ca Office: 519-337-3154
Simcoe Haldimand & Norfolk Women's Service Crisis Number: 1-800-265-8076 TTY: 10-800-815-6419	www.hnws.on.ca Email: hnws@hnws.on.ca Office: 519-426-8048
St. Catharines Niagara Region Sexual Assault Centre Crisis Number: 905-685-4584	www.sexualassaultniagara.org Email: carsa@sexualassaultniagara.org Office: 905-682-7258
Thunder Bay Thunder Bay Sexual Assault and Sexual Abuse Crisis and Counselling Centre	www.tbsasa.org Email: tbcounselling@tbsasa.org Office: 807-345-0894 or 1-866-311-5927
Timmins Timmins and Area Women in Crisis Crisis Number: 1-877-268-8380 (sexual assault) 1-855-827-7233 (shelter)	www.tawc.ca Email: info@tawc.ca Office: 705-268-8381
Toronto Oasis Centre des Femmes	www.oasisfemmes.org Email: services@oasisfemmes.org

	Office: 416-591-6565
Toronto Toronto Rape Crisis Centre: Multicultural Women Against Rape Crisis Number: 416-597-8808	www.trccmwar.ca Email: crisis@trccmwar.ca or info@trccmwar.ca Office: 416-597-1171
Windsor Sexual Assault Crisis Centre of Essex County Crisis Number: 519-253-9667	www.saccwindsor.net
Woodstock Domestic Abuse Services Oxford Crisis Numbers: 519-539-4811 or 1-800-265-1938	www.daso.ca Email: infor@daso.ca