



SCHEDULE L: SEXUAL VIOLENCE POLICY

1. **Commitment:** OFA 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.
2. **Scope:** OFA 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.
3. **“Complainant” and “Respondent”.** The person accused of engaging in sexual violence will be referred to as the “Respondent” and the person making the allegation as the “Complainant”.

Definition of Sexual Violence

4 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.

Training, Reporting and Responding to Sexual Violence

5. Copy. OFA 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.

6. Conspicuous Publication. The Sexual Violence Policy shall be published on its website (or where the Career College does not have a website in a conspicuous location on each of its campuses).

7. Where to Report. Career college management, instructors, staff, other employees and contractors of OFA will report incidents of or complaints of sexual violence to [Mohit Bharti, Campus Manager, (519) 943-1224]

a) Students who have been affected by sexual violence or who need information about support services should contact [Mohit Bharti, Campus Manager, (519) 943-1224]

b) To the extent it is possible, OFA 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. Or where there is a legal duty for OFA to disclose information (see para 10 below). This will be done by:

c) 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

d) ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent; and

e) OFA 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.

f) In certain circumstances OFA 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.

g) In all cases, OFA will appropriately accommodate the needs of its students who are affected by sexual violence. Any affected students seeking accommodation should contact [Mohit Bharti, Campus Manager, (519) 943-1224]

Investigating Reports of Sexual Violence

8. Writing. Under this Sexual Violence Policy, any student of OFA may file a report of an incident or a complaint to [Mohit Bharti, Campus Manager, (519) 943-1224] in writing. The other officials, offices or departments that will be involved in the investigation are Assistant Registrar.

9. Response. Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, [Mohit Bharti, Campus Manager, (519) 943-1224] will respond promptly; and

a) determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation;

b) determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;



c) 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, OFA may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and

d) 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:

a) The Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation;

b) 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;

c) 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;

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

e) providing reasonable updates to the Complainant and the Respondent about the status of the investigation.

Following the investigation, [Mohit Bharti, Campus Manager, (519) 943-1224] 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 “Disciplinary Measures” section, below.

Disciplinary Measures

10. Finding of Wrongdoing. If it is determined by OFA 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.

Appeal

11. Appeal by Parties. Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to [Mohit Bharti, Campus Manager, (519) 943-1224] within 10 days by submitting a letter addressed to (please see below) advising of the person’s intent to appeal the decision.

Making False Statement

12. Violation of OFA Policy. 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.

13. Sanctions for Violation. 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.

Reprisal

14. No Reprisals. 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.

15. Drugs/Alcohol Policy. 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 private career college’s policies relating to drug or alcohol use at the time the alleged sexual violence occurred. See Fact Sheet #12 for greater details at: Fact Sheet 12: Action Plan to Stop Sexual Violence and Harassment.



16. Irrelevant Questions. Students who disclose their experience of sexual violence through reporting an incident of making a complaint about, or accessing supports, will not be asked objectively irrelevant questions during the investigations process by the private career college's staff or investigators, including irrelevant questions relating to the students' sexual expression or past sexual history.

Review

17. Student Input. OFA shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.

18. Three Year Review. OFA shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate.

Collection of Student Data

19. Qualitative and Quantitative Data. OFA 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.

Resources

20. Resources Available to Victims. The Registrar will make available a list of confidential resources for victims of sexual violence to reach out to and avail themselves of

The following represents a list of resource links, and Provincial Sexual Assault Crisis Centres and Domestic Violence Treatment Centres:

Links

<https://www.sadvttreatmentcentres.ca/find-a-centre/>

<https://ovss.findhelp.ca/>

<https://www.attorneygeneral.jus.gov.on.ca/english/ovss/programs.php#crisisAssistance>



Canadian Association of Sexual Assault Centres Ontario
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



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



Français - Fem'aide
Telephone Toll-Free: 1-877-336-2433
ATS: 1 866 860-7082
www.femaide.ca



Orangeville -Family Transition Place
Crisis: 1-800-265-9178
Office: 519-942-4122
www.familytransitionplace.ca



Durham Region
Durham Region Rape Crisis Centre
Crisis: 905-668-9200
Office: 905-444.9672
info@drcc.ca
www.drcc.ca



Toronto
Oasis Centre des Femmes
Téléphone: 416-591-6565
Courriel : services@oasisfemmes.org
<http://oasisfemmes.org/>



Peel Region
Hope 24/7
Crisis: 1-800-810-0180
Office: (905) 792-0821
<http://hope247.ca/>



Toronto Rape Crisis Centre: Multicultural Women Against Rape
Crisis: 416-597-8808
Office: 416-597-1171
info@trccmwar.ca
crisis@trccmwar.ca
<https://trccmwar.ca/>



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