



SEXUAL VIOLENCE AND SEXUAL HARASSMENT POLICY

1. Policy Application

The Policy applies to all career college students of J.A.Z Truck, Bus & Forklift Driving School.

2. The Scope

The Policy applies to complaints of sexual violence that have occurred on J.A.Z Truck, Bus & Forklift Driving School's campus or at a one of our events and involve our students.

3. Purpose and Intent

All of J.A.Z Truck, Bus & Forklift Driving School students 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 behaviours, and outlines our investigative processes for sexual violence.

4. Policy Objectives

J.A.Z Truck, Bus & Forklift Driving School 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.

To that end J.A.Z Truck, Bus & Forklift Driving School will educate our students, faculty and staff about this Policy and how to identify situations that involve, or could progress into sexual violence against our students and how to reduce it.

Where a complaint has been made, under this Policy, of sexual violence J.A.Z Truck, Bus & Forklift Driving School will take all reasonable steps to investigate it, including as follows:

- (a) Providing on-campus investigation procedures to students for sexual violence complaints;
- (b) Responding promptly to any complaint and providing reasonable updates to the complainant and the respondent about the status of the investigation;

(c) Assisting students who have experienced sexual violence in obtaining counselling and medical care;
(d) Providing students who have experienced sexual violence with appropriate academic and other accommodation; and

(e) Providing students who have experienced sexual violence with information about reporting options.

5. 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.

6. Reporting and Responding to Sexual Violence

Students, faculty and staff of J.A.Z Truck, Bus & Forklift Driving School will take all reasonable steps to prevent sexual violence involving our students on our career college campus or events by reporting immediately to the J.A.Z Truck, Bus & Forklift Driving School Designate if 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.

Subject to paragraph (7) below, to the extent it is possible, J.A.Z Truck, Bus & Forklift Driving School Designate will attempt to keep all information disclosed confidential except in those circumstances 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 our campus or the broader community are at risk. J.A.Z Truck, Bus & Forklift Driving School recognizes the right of the complainant to determine how her or his complaint will be dealt with. However, in certain circumstances, J.A.Z Truck, Bus & Forklift Driving School 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.

7. Investigating Reports of Sexual Violence

A complaint of sexual violence may be filed under this Policy, by any student of our career college, to the J.A.Z Truck, Bus & Forklift Driving School Designate in writing. A formal report of an incident of sexual violence is not necessary to access supports, services, or accommodations. Upon a complaint of alleged sexual violence being made the J.A.Z Truck, Bus & Forklift Driving School Designate will initiate an investigation, including as follows:

- (a) Determining whether the incident should be referred immediately to police;
- (b) 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;
- (c) Interviewing the complainant, any person involved in the incident and any identified witnesses;

(d) Interviewing any other person who may have knowledge of incidents related to the complaint or any other similar incidents;

(e) Informing the respondent of the complaint, providing details of the allegations and giving the respondent an opportunity to respond to those allegations;

(f) Providing reasonable updates to the complainant and the respondent about the status of the investigation; and

(g) Determining what disciplinary action, if any, should be taken; and

(h) 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; and

(i) 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 private career college's staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history

8. Disciplinary Measures

If it is determined by J.A.Z Truck, Bus & Forklift Driving School that a student of our career college has been involved in sexual violence, immediate disciplinary or corrective action will be taken up to and including termination of employment of instructors or staff or expulsion of a student.

In cases where criminal proceedings are initiated, J.A.Z Truck, Bus & Forklift Driving School 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 J.A.Z Truck, Bus & Forklift Driving School may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.

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, acting in good faith, 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. Information for Superintendent

Data and other information relating to the following may be requested by the Superintendent, in a manner and form directed by the Superintendent:

(a) The number of times supports, services and accommodation relating to sexual violence are requested and obtained by students enrolled at the private career college, and information about the supports, services and accommodation.

(b) Any initiatives and programs established by the private career college to promote awareness of the supports and services available to students.

(c) The number of incidents and complaints of sexual violence reported by students, and information about such incidents and complaints.

(d) The implementation and effectiveness of the policy.

J.A.Z Truck, Bus & Forklift Driving School shall take reasonable steps to ensure that information provided to the Superintendent does not disclose personal information within the meaning of section 38 of the Freedom of Information and Protection of Privacy Act.

The Superintendent may conduct, or may direct J.A.Z Truck, Bus & Forklift Driving School to conduct or participate in, a survey of students and other persons as identified by the Superintendent, relating to the effectiveness of the private career college's sexual violence policy, to the incidence of sexual violence at the private career college and to any other matter mentioned above.

12. Review

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

Resources

Appendix 1 lists provincial rape crisis centres which could be provided as resources.

Appendix 1

Canadian Association of Sexual Assault 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

FrançaisFem'aide

Telephone toll-free: 1-877-336-2433

ATS: 1 866 860-7082

www.femaide.ca

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.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

www.daphnewymn.com

Muskoka District Office

Office: (705) 646-2122

or 1-877-406-1268

www.daphnewymn.com

Brantford

Sexual Assault Centre of Brantford Crisis:

at 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

Office: 613-932-1755

<http://sassforwomen.ca/>

Iethinisten:ha Women's Shelter Akwasasne Family Violence Program

24 Hour Crisis: 1-800-480-4208

Phone: 613-937-4322

www.akwasasne.ca/iethinistenha-women's-shelter

Durham Region

Durham Rape Crisis Centre Crisis: 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:

1-800-663-3060

Office: 613-735-5551

www.wsac.ca

Guelph

Guelph-Wellington Women in Crisis Crisis:

at 519-836-5710

1-800-265-7233

Office: 519-823-5806

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

Kenora

Kenora Sexual Assault Centre Crisis:

(807) 468-7233

or 1-800-565-6161

Office: (807) 468-7958

www.kenorasexualassaultcentre.com

Kingston

Sexual Assault Centre Kingston Crisis:

613-544-6424

or 1-877-544-6424

Office: 613-545-0762

sack@sackington.com

www.sackington.com

Kitchener-Waterloo

Sexual Assault Support Centre of Waterloo Region Crisis:

at 519.741.8633

Office: 519.571.0121

info@sascwr.org

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

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

North Bay

Amelia Rising Women's Sexual Assault Centre

of Nippising/centre d'agressionssexuelles de nippising

Crisis: 705-476-3355 Office: 705-840-2403 TTY: (705) 840-5877

info@ameliarising.ca www.ameliarising.ca

Oakville

Assault & Violence Intervention Services of Halton

Crisis: 905-875-1555 or 1-877-268-8416

Office: 905-825-3622

www.savisofhalton.org

Orangeville

Family Transition Place Crisis:

1-800-265-9178 Office: 519-942-4122

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 & Kawartha

Kawartha Sexual Assault Centre Crisis:

(705) 741- 0260 or 1-866-298-7778

Office/TTY: (705) 741-0260

www.kawarthasexualassaultcentre.com

YWCA Peterborough Haliburton

Crisis: 1-800-461-7656

Office: 705.743.3526 x 130

www.ywcapeterborough.org

Sault Ste Marie

Women in Crisis (Algoma) Inc.

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

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

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

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

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

<http://www.tawc.ca>

Toronto

Oasis Centre des Femmes

TL: 416-591-6565

Courriel : 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

crisis@trccmwar.ca

www.trccmwar.ca

Windsor

Sexual Assault Crisis Centre of Essex County

Crisis: 519-253-9667

www.saccwindsor.net

Woodstock

Domestic Abuse Services Oxford

Crisis: 519 539-4811

or 1-800-265-1938

info@daso.ca

www.daso.ca