

# Sexual Violence & Harassment Policy

## Ontario Career College Students

Amended: July 1, 2023

### 1. Policy Application

1.1 This policy applies to all Ontario Career College students of Waterloo Wellington Flight Centre (WWFC).

### 2. The Scope

2.1 The policy applies to complaints of sexual violence that have occurred on the WWFC campus or at one of our events and involve our students.

### 3. Purpose and Intent

3.1 All of Waterloo Wellington Flight Centre Ontario Career College students have a right to study in an environment free of sexual violence.

3.2 This document sets out WWFC's policy on sexual violence involving Ontario Career College students, defines the prohibited behaviors, and outlines our investigative processes.

### 4. Policy Objectives

4.1 Waterloo Wellington Flight Centre is committed to providing students with an educational environment free from sexual violence and treating those students who report incidents of sexual violence with dignity and respect.

4.2 To that end WWFC will provide a copy of the policy to all Ontario career college students, and educate them together with management and employees about this policy and how to identify situations that involve or could progress into sexual violence against students and how to reduce it.

4.3 Where a complaint has been made, under this policy, of sexual violence WWFC 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 respondents about the status of the investigation;
- (c) assisting students who have experienced sexual violence in obtaining counselling and medical care;
- (d) provide students who have experienced sexual violence with appropriate academic and other accommodation;

- (e) provide students who have experienced sexual violence with information reporting options as set out in Appendix 1.

## 5. Definition of sexual violence

5.1 “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.

## 6. Sexual Abuse by Employees Towards Students

Sexual abuse, in relation to a student of an institution, is defined as:

- (a) physical sexual relations with the student, touching of a sexual nature of the student, or behaviour or remarks of a sexual nature toward the student by an employee of the institution where,
  - (i) the act constitutes an offence under the Criminal Code (Canada),
  - (ii) the act infringes the right of the student under clause 7(3) (a) of the Human Rights Code to be free from a sexual solicitation or advance, or
  - (iii) the act constitutes sexual abuse as defined in WWFC’s employee **sexual misconduct policy** or contravenes any policy, rule, or other requirement of the institution respecting sexual relations between employees and students, or
- (b) any conduct by an employee of WWFC that infringes the right of the student under clause 7 (3) (b) of the Human Rights Code to be free from a reprisal or threat of reprisal for the rejection of a sexual solicitation or advance.

## 7. Reporting and Responding to Sexual Violence

7.1 Students and staff of WWFC will take all reasonable steps to prevent sexual violence involving students on campus or at a WWFC event by reporting immediately to the General Manager if a student has been subject to, or they have witnessed or have knowledge of sexual violence involving students or have reason to believe that sexual violence has occurred or may occur which involves a student.

7.2. Once WWFC has received a report of sexual violence, appropriate support and other resources will be offered to the person who has experienced sexual violence, as well as to any person or group against whom an allegation of sexual violence is made.

7.3. 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 WWFC’s policies relating to drug or alcohol use at the time the alleged sexual violence occurred.

7.4. 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 WWFC's staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history.

7.5. The General Manager recognizes the right of the complainant to determine how her or his complaint will be dealt with. However, in certain circumstances, the General Manager may be required by law or internal policies to initiate an internal investigation and/or inform police without the complainant's concern, if believed the safety of members on campus or broader community are at risk.

7.6. A complainant seeking accommodation should contact the General Manager during normal WWFC business hours. 24-hour support resources throughout Ontario are listed in Appendix 1.

General Manager  
Bob Connors  
Waterloo Wellington Flight Centre  
3-4881 Fountain St N.  
Breslau, ON  
N0B 1M0  
519-648-2213 x 103  
[bconnors@wwfc.ca](mailto:bconnors@wwfc.ca)

## **8. Investigative Reports of Sexual Violence**

8.1 A complaint of sexual violence may be filed under this policy, by any Private Career College student, to the General Manager in writing.

8.2 A complainant may ask another person to be present during the investigation.

Upon a complaint of alleged sexual violence being made the General Manager will initiate an investigation, including as follows:

- (a) determine whether the incident should be refereed immediately to the police;
- (b) determine what interim measures, if any, need to be taken during the investigation;
- (c) meet 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;
- (d) interview the complainant, any person involved in the incident may any identified witnesses;
- (e) interview any other person who may have knowledge of incidents related to the complaint or any other similar incidents;
- (f) inform the respondent of the complaint, providing details of the allegations and giving the respondent an opportunity to respond to those allegations;

- (g) provide reasonable updates to the complainant and the respondents about the status of the investigation;
- (h) determine what disciplinary action, if any, should be taken.

## **9. Disciplinary Measures**

9.1 If it is determined by WWFC that an employee of WWFC has been involved in an act of sexual misconduct toward a student enrolled at WWFC, WWFC may discharge or discipline the employee for that act. In accordance with the *Career Colleges Act, 2005*, where discharge or discipline occurs as a result of sexual misconduct toward a student:

1. the discharge or disciplinary measure shall be deemed to be for just cause for all purposes;
2. the employee shall not be entitled to notice of termination or termination pay or any other compensation or restitution as a result of the discharge or disciplinary measure; and
3. despite subsection 48 (17) of the *Labour Relations Act, 1995*, and despite any provision of a collective agreement or employment contract specifying a penalty for the infraction, no arbitrator, arbitration board or other adjudicator shall substitute any other penalty for the discharge or disciplinary measure imposed by WWFC.

If an employee commits an act of sexual misconduct and the employee is discharged or the employee resigns from their employment due to an act of sexual misconduct, WWFC shall not subsequently re-employ that employee.

If WWFC determines that an individual has become re-employed by WWFC, contrary to this policy in relation to sexual misconduct, the employee shall be discharged and the above conditions of termination shall continue to apply.

## **10. Confidentiality**

10.1 Confidentiality is an important principal in creating an environment where those who have experienced sexual violence feel safe to disclose and seek support and accommodation. The privacy and confidentiality of all members of WWFC's community involved in any complaint, will be protected to the extent possible, but may be precluded where, an individual may be at risk of self-harm or harming another, reporting is required by law or when WWFC has an obligation to investigate.

## **11. Making False Statements**

11.1 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 or instructors or staff or expulsion of a student.

## **12. Reprisal**

12.1 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.

### **13. Review**

13.1 This policy will be reviewed every three years. WWFC shall ensure that student input is considered, in accordance with any regulations, every time the policy is renewed or amended.

### **14. Maintenance of Statistics**

14.1 WWFC will maintain annual statistics, without identifying information, on disclosed and reported incidents of sexual violence on campus in accordance with Ontario Career Colleges Act and provincial regulations.

### **15. Collection of Student Data**

15.1 Waterloo Wellington Flight Centre shall collect and be prepared to provide upon request by the Superintendent of Ontario Career Colleges such data and information as required according to Subsection 32.3(8), (9) and (10) of Schedule 5 of the Ontario Career Colleges Act, 2005 as amended.

### **16. Resources**

Appendix 1 lists local crisis centers.

## Appendix 1

### Canadian Association of Sexual Assault Centers Ontario

Assaulted Women's Helpline - English  
Toll Free: 1-866-863-511  
#safe (#7233) on Bell, Rogers, Fido or Telus Mobile  
TTY: 416-364-8762  
[www.awhl.org](http://www.awhl.org)

Fem'aide – French  
Toll Free: 1-877-336-2433  
ATS: 1-866-860-7082  
[www.femaide.ca](http://www.femaide.ca)

### Sexual Assault/Domestic Violence Treatment Centers

Alliston, Barrie, Collingwood, Midland and Orillia

Huronian Transition Homes  
**24 hour crisis line:**  
Barrie: 705-737-2008 or 1-800-987-0799  
Midland: 705-526-4211 or 1-800-461-1750  
Office: 705-526-3221  
[www.huroniatrtransitionhomes.ca](http://www.huroniatrtransitionhomes.ca)

Bracebridge

Muskoka/Perry Sound Sexual Assault Services  
Parry Sound: 705-774-9083 or 1-877-851-6662  
Muskoka: 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  
[www.sacbrant.ca](http://www.sacbrant.ca)

Chatham

Chatham-Kent Sexual Assault Crisis Centre  
**24 Hour Crisis Line:** 519-354-8688  
Office/TTY: 519-354-8908  
[www.cksacc.org](http://www.cksacc.org)

## Durham Region

Distress Centre Durham

**24 hours:** 905-430-2522 or 1-800-452-0688

[www.distresscentredurham.com](http://www.distresscentredurham.com)

Durham Rape Crisis Centre

Crisis: 905-668-9200

Office: 905-444-9672

[www.drcc.ca](http://www.drcc.ca)

## Guelph

Community Torchlight – Guelph/Wellington/Dufferin

**24 hours**

Distress: 519-821-3760 or 1-888-821-3760

Crisis: 519-821-0140 or 1-877-822-0140

Telecheck: 519-415-3764

Emergency Shelter Resource line: 1-888-821-3760

[www.communitytorchlight.com](http://www.communitytorchlight.com)

Guelph-Wellington Women in Crisis

**24 Hour Crisis:** 519-836-5710 or 1-800-265-7233

Office: 519-823-5806

[www.gwwomenincrisis.org](http://www.gwwomenincrisis.org)

## Hamilton

Sexual Assault Centre (Hamilton & Area)

Crisis: 905-525-4162

Office: 905-525-4573

TTY: 905-525-4592

[www.sacha.ca](http://www.sacha.ca)

## Kitchener-Waterloo

Sexual Assault Support Centre of Waterloo Region

Crisis: 519-741-8633

Office: 509-571-0121

[www.kwsasc.org](http://www.kwsasc.org)

Crisis Services of Waterloo Region

**24 hour Crisis:** 1-866-366-4566

Distress: 519-745-1166

EARS: 1-800-553-2377

(advocate for male victims of sexual assault)

## London

London & District Distress Centre Helpline

**24 hours**

Distress: 519-667-6711

Crisis: 519-433-2023

[www.londondistresscentre.com](http://www.londondistresscentre.com)

Sexual Assault Centre London

Crisis: 519-438-2272

Office: 519-439-0844

TTY: 519-439-0690

[www.sacl.ca](http://www.sacl.ca)

London Abused Women's Centre

Office: 519-432-2204

[www.lawc.on.ca](http://www.lawc.on.ca)

## Peel Region

Hope 24/7

**24 hour crisis:** 1-800-810-0180

Office: 905-792-0821

[www.hope247.ca](http://www.hope247.ca)

## New Market

Women's Support Network of York Region

Crisis: 1-800-263-6734

Office: 905-895-3646

[www.womenssupportnetwork.ca](http://www.womenssupportnetwork.ca)

## Oakville

Sexual Assault & Violence Intervention Services of Halton

Crisis: 1-877-2688416

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)



## 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

[www.hnws.on.ca](http://www.hnws.on.ca)

## St Catherines

Niagara Region Sexual Assault Centre

Crisis: 905-682-4584

Office: 905-682-7258

[www.sexualassaultniagra.org](http://www.sexualassaultniagra.org)

## Toronto

Oasis Centre Des Femmes - French

Tel: 416-591-6565

[www.oasisfemmes.org](http://www.oasisfemmes.org)

Toronto Rape Crisis Centre

(Multicultural Woman Against Rape)

Crisis: 416-597-8808

Office: 416-597-1171

[www.trccmwar.ca](http://www.trccmwar.ca)

## Windsor

Sexual Assault Crisis Centre of Essex County

Crisis: 519-253-9667

[www.sacwindsor.net](http://www.sacwindsor.net)

## Woodstock

Domestic Abuse Services Oxford

Crisis: 1-800-265-1938

[www.daso.ca](http://www.daso.ca)