

## **Ontario Safety League**

2595 Skymark Ave, Suite 212, Mississauga, ON, L4W 4L5  
Phone: 905-625-0556

# **Ontario Safety League Sexual Violence Policy**

## **1. Sexual Violence Policy Application and Scope**

This policy applies to all career college students of the Ontario Safety League (OSL) and applies to all complaints of sexual violence that have occurred on the Ontario Safety League campus or during the In-Vehicle part of training or at one of its events and involve its students.

All OSL 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 behaviors, and outlines our investigative processes for 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”. Any party to a sexual violence investigation or decision-making process has the right to have a person present with him or her at every stage of the process.

## **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**

The Ontario Safety League 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. Students, faculty and staff of the OSL will take all reasonable steps to prevent sexual violence involving our students on our career college campus or events.

- a) OSL will include a copy of the Sexual Violence Policy in every contract made between OSL and its career college students, and will provide a copy of the Sexual Violence Policy to career college management, instructors, staff, other employees and contractors and educate them about the processes of reporting, investigating and responding to complaints of sexual violence involving its students.
- b) The Sexual Violence Policy will be published on the OSL website.
- c) The contact person to report incidents or complaints of sexual violence, or for those who need information about support services is:

**Jolanta Zapotoczna, Office Manager**

2595 Skymark Ave., Suite 212,  
Mississauga, ON, L4W 4L5

Email: [jzapotoczna@osl.org](mailto:jzapotoczna@osl.org) Phone: 905-625-0556 Ext 229

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- d)** Career college management, instructors, staff, other employees and contractors of Ontario Safety League will report incidents of, or complaints of, sexual violence to the Office Manager upon becoming aware of them.
- e)** Students who have been affected by sexual violence or who need information about support services should contact the Office Manager.
- f)** Subject to Section 4 below, to the extent it is possible, OSL 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.
- g)** OSL 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.
- h)** Notwithstanding (g) above, in certain circumstances, OSL may be required by law or its internal policies the safety of members of its campus or the broader community is at risk.
- i)** In all cases, OSL will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact the Office Manager at
- j)** OSL. Students are not required to report incidences in order to request accommodation or access to support services.
- k)** In this regard, OSL 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.
- l)** 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 Career College's Policies relating to drug or alcohol use at the time the alleged sexual violence occurred.
- m)** 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 Career College's staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history.

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### **4. Investigating Reports of Sexual Violence**

- a. Under this Sexual Violence Policy, any student of OSL may file a report of an incident or a complaint to the Office Manager in writing.
- b. Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, the Office Manager 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
- 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;
- d. Providing reasonable updates to the Complainant and the Respondent about the status of the investigation; and following the investigation, the Office Manager will:
  1. review all of the evidence collected during the investigation;
  2. determine whether sexual violence occurred; and if so
  3. determine what disciplinary action, if any, should be taken as set out in Section 5 below.

### **5. Disciplinary Measures**

If it is determined by OSL that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include disciplinary action up to and including termination of employment of instructors or staff; expulsion of a student; the placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or any other actions that may be appropriate in the circumstances.

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### **6. Appeal**

Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to Angelo G. DiCicco President & CEO within 10 days by submitting a letter addressed to Angelo G. DiCicco at Ontario Safety League, 2595 Skymark Avenue, Suite 212, Mississauga, ON, L4W 4L5 advising of the person's intent to appeal the decision.

### **7. Making False Statements**

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.

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**

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.

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**

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

OSL shall review its Sexual Violence Policy every 3 years after it is first implemented and amend it where appropriate. The review date will be July 31, 2025.

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

OSL shall collect and be prepared to provide upon request by the Superintendent of Career Colleges such data and information as required according to Subsections 32.3 (8), (9) and (10) of Schedule 5 of the Career Colleges Act, 2005 as amended.

## **Appendix 1**

The following represents a list of Provincial Rape Crisis Centers that could be provided as resources:

### **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](http://www.awhl.org)

French

Fem'aide

Telephone Toll-Free: 1-877-336-2433

ATS: 1866 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](#).

### **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](http://www.huroniatrtransitionhomes.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

Muskoka District Office:

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](mailto:sexualassaultcentre@sacbrant.ca)

<http://sacbrant.ca/>

**Brockville**

Assault Response & Care Centre

Office: (613) 345-3881 or 1-800-567-7415

[arcc@bgh-on.ca](mailto: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-Wellington 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.kenorasexualassaultcentre.com](http://www.kenorasexualassaultcentre.com)

**Kingston**

Sexual Assault Centre Kingston

Crisis: 613-544-6424 or 1-877-544-6424

Office: 613-545-0762

[sack@sackington.com](mailto:sack@sackington.com)

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

**Kitchener-Waterloo**

Sexual Assault Support Centre of Waterloo Region

Crisis: 519.741.8633

Office: 519.571.0121

[info@sascwr.org](mailto: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](mailto: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](mailto: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'abuses sexuelles de Nipissing

Crisis: 705-476-3355

Office: 705-840-2403

TTY: (705) 840-5877

[info@ameliarising.ca](mailto: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](mailto: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](mailto:hnws@hnws.on.ca)

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

### **St. Catherines**

Niagara Region Sexual Assault Centre Crisis:

(905) 682-4584

Office: (905) 682-7258

[carsa@sexualassaultniagara.org](mailto: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](mailto: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

Telephone: 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)