



Sexual Violence and Harassment Policy

Dixie Truck & Forklift Driving School is committed to providing a safe and inclusive environment for its students, free from sexual violence and harassment. To ensure incidents are reported effectively, all students will be treated with dignity and respect.

The sexual violence policy is published on our website for review or posted in a conspicuous location at our campus.

** No fee will be charged for the provision of support, services or accommodation to students who are affected by sexual violence, or for referring a student to any such supports or services that are available off-campus.

36.0.2

(1) Support and Services

- a) Information about the support and services is available at the Office of the Dean/Director for students who are affected by sexual violence.
- b) Students will also be provided with information, if requested, about the support and services available in the community for those affected by sexual violence. Services within the community include:

SEXUAL ASSAULT/DOMESTIC VIOLENCE CARE CENTRE (SA/OVCC) (416) 314-2447 1 (888) 579-2888 (Toll free) www.sadvtraunentcentres.net	CANADIAN CENTRE FOR ABUSE AWARENESS (CCAA) (905) 967-0687 www.abusehurts.ca
THE GATEHOUSE (416) 255-5900 www.thegatehouse.org	FAMILY SERVICE TORONTO (416) 595-9230 www.familyservicetoronto.org
MOUNT SINAI HOSPITAL (Clinic for HIV Related Concerns) (416) 586-4800 (extension 5192)	MOUNT SINAI HOSPITAL (Trauma Clinic) (416) 586-4800 (extension 4568)
VICTIMS MATTER www.victimsmatter.gc.ca	COURTPREP www.counterprep.ca

- c) The Office of the Dean/Director/Principal will appropriately accommodate the needs of students who are affected by sexual violence, as requested.
- d) Students are not required to report an incident of, or make a complaint about, sexual violence under the process referred to in line a) of subsection 2) in order to obtain the supports and services or accommodation referred to in line c).
 - a. If a student, in good faith, reports an incident of, or makes 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
- e) Students should respect the career college's process for responding to and addressing incidents and complaints of sexual violence, as listed below in subsection 2).

(2) Reporting, Investigating and Reviewing Acts of Sexual Violence or Harassment

- a) Students who wish to report an incident of, or make a complaint about, sexual violence should contact the Office of the Director. The Director's contact information is as follows:

Manjit Mann
 1-30 Hale Road, Brampton ON L6W 4N9
 Main Office
 (905) 671-4848
 manndixie629@gmail.com

- b) Measures that may be implemented for the purpose of protecting the person reporting an incident of, or making a complaint about, sexual violence from retaliation and the threat of retaliation include keeping the report strictly confidential (i.e. only staff who are directly involved will be informed), possibly referring the victim to a safe sanctuary.
- c) A person who reports an incident of or make a complaint about sexual violence, in good faith, 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.
- d) To determine whether an incident or complaint of sexual violence may be investigated by the career college, the Dean/Director/Principal will consult with 3rd Party Agency for direction.
- e) A victim may choose not to request an investigation by the career college and has the right not to participate in any investigation that may occur.
- f) Assuming the victim requests an investigation, the Office of the Dean/Director/Principal will interview any witnesses/parties with relevant information as indicated by the victim, and input from the medical professional who examined the victim, will be considered in the decision-making process.
- g) A person who discloses 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 person's sexual expression or past sexual history.
- h) Except in cases where there is a School Psychologist, only the Office of the Dean/Director/Principal will be involved in each stage of the investigation and decision-making processes.
- i) To ensure procedural fairness of the investigation and decision-making processes, any member of the Office of the Dean/Director/Principal who is personally involved in the case will be disqualified from participation.

- j) Any party to an investigation or decision-making process has the right to have a person present with him or her at every stage of the process.
- k) Interim measures that may be implemented while an incident or complaint is being investigated or a decision is being made regarding the incident or complaint include placing the victim in a safe haven.
- l) Examples of the decisions that may be made and measures that may be imposed after an incident or complaint is investigated include arrest of the alleged perpetrator, continued counselling of the victim, counselling for those closely associated with both the victim and the alleged perpetrator.
- m) To protect and keep confidential the personal information of the persons involved in the investigation of an incident or complaint, no details will be released to anyone not directly involved in the investigation.
- n) In a case where the victim wishes to appeal decisions resulting from the investigation process, they should contact one of the 3rd party community agencies.
- o) Because of the sensitive nature of the situation, the corporate directors, controlling shareholders, owners, partners, other persons who manage or direct the affairs of the career college, agents, students, instructors and other employees upon becoming aware of incidents or complaints of sexual violence will be asked to exercise discretion, and referred to counselling services. O . Reg. 132/16, s. 3.
- p) 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.
- q) If the sexual violence policy conflicts with its expulsion policy, the sexual violence policy prevails.

(3) Policy Training

- a) The career college shall provide or make available training on its sexual violence policy to the following persons:
 - a. Corporate directors, controlling shareholders, owners, partners and other persons who manage or direct the affairs of the career college, and their agents.
 - b. Instructors, staff and other employees and contractors of the career college.
 - c. Students enrolled at the career college.
- b) The training shall include training on the career college's process for responding to and addressing incidents and complaints of sexual violence.