

# **CORNERSTONE COLLEGE OF HEALTHCARE AND BUSINESS** **SEXUAL VIOLENCE AND SEXUAL HARASSMENT POLICY**

## **Policy Application**

This policy applies to all members of Cornerstone College of Healthcare and Business community including students, staff, faculty, contract service providers, contractors, officers, directors and individuals who are directly connected to any of College's initiatives, volunteers and visitors.

## **The Scope**

The Policy applies to complaints of sexual violence and sexual harassment that have occurred on College's campus or at one of our events and involve members of the college community as defined in the Policy Application.

## **Purpose/Rationale**

Cornerstone College of Health Care and Business (referred hereafter as "Cornerstone College" or "the College") recognize an individual's right to learn and work in an environment of mutual respect and understanding that is free from sexual violence and sexual harassment, Cornerstone College is committed to addressing sexual violence and sexual harassment within the community through education, awareness, prevention, support, legislative monitoring and compliance.

When an act of sexual violence and sexual harassment becomes known to the College, in accordance with the policy and applicable procedures, Cornerstone College will respond with the aim of providing appropriate support and accommodation to all affected individuals. Individuals who commit or attempt to commit acts of sexual violence or sexual harassment will be subject to processes and outcomes as per this policy and applicable procedure. The College has a process of investigation that protects the rights of individuals involved including witnesses.

## **Policy**

### **1. Policy Statement**

Cornerstone College of Healthcare and Business is committed to providing members of our College community with an educational environment free from sexual violence and sexual harassment treating those individuals who report incidents of sexual violence with dignity and respect. It is committed to challenging and preventing all forms of

sexual violence and sexual harassment. The College is committed to creating a safe learning and working environment for everyone. This policy aims to encourage individuals who have been affected by or have witnessed incidents of sexual violence or sexual harassment to make a report to the College and to connect with the various resources and supports available.

To this end, Cornerstone College will provide a copy of the policy to members of our College community and educate them about his Policy and how to identify situations that involve, or could progress into sexual violence and sexual harassment and how to reduce it.

Where a complaint has been made of sexual violence and sexual harassment under this Policy, Cornerstone College of Healthcare and Business will take all reasonable steps to investigate it, including as follows:

- (a) providing on-campus investigation procedures for sexual violence and sexual harassment complaints;
- (b) responding promptly to any complaint and providing reasonable updates to the complainant and the respondent about the status of the application.
- (c) assisting those who have experienced sexual violence and sexual harassment in obtaining counselling and medical care;
- (d) providing those who have experienced sexual violence and sexual harassment with appropriate academic and other accommodations; and
- (e) providing those who have experienced sexual violence and sexual harassment with information about reporting options as set out in Appendix 1.

## **Definitions**

Sexual Violence means any sexual 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 steal thing degrading sexual imagery, distribution of sexual images or video of a community member without their consent, and cyber harassment or cyber stalking of a sexual nature. Anyone regardless of race, age, disability, relationship status, gender identity, gender expression or sexual orientation can experience and be affected by sexual violence.

Sexual Harassment is a form of unwanted remarks, behaviours or communications of a sexually oriented nature; a course of unwanted comments or actions that promote gender-based violence, or behaviours or communications based on gender where the person responsible for the behaviour knows or sought reasonably know that the behaviour is unwelcome. Examples of these behaviours can include asking personal questions about one's sex life, persistent requests for a date, gender-based jokes, or unwelcome remarks about someone's hair, body shape, or gender which are not of a sexual nature but are demeaning.

## **Reporting and Responding to Sexual Violence and Sexual Harassment**

Students, instructors, administrative staff and other contractors of Cornerstone College of Healthcare and Business will take all reasonable steps to prevent sexual violence and sexual harassment on our campus or events by reporting immediately to the President/CEO if they have been subject to, or they have witnessed or have knowledge of sexual violence and sexual harassment or have reason to believe that sexual violence and sexual harassment has occurred or may occur.

To the extent it is possible, the President/CEO 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.

Individuals who have experienced or been affected by sexual violence or sexual harassment are encouraged to come forward to access ongoing support and accommodations, including the creation of a personal safety plan, and to discuss their choices for reporting to the College or external agencies, if desired. Individuals who disclose can receive support without making a complaint.

If an individual, in good faith, report an incident of, or make a complaint about sexual violence or sexual harassment, they will not be subject to discipline or sanctions for violation of our policies relating to drug or alcohol abuse at the time the alleged sexual violence or sexual harassment occurred.

Individuals looking to initiate an internal investigation can report an incident of sexual violence or sexual harassment and file a complaint with the President/CEO. Complaints require the declaration of the details of the allegations for the purpose of procedural fairness — a fair process for resolving dispute

## **Complaint Process and Investigations**

### **1, Complaint Investigation**

A complaint of sexual violence or sexual harassment may be filed under this Policy, by any member of the College to the President/CEO in writing.

All members of the College community should expect that responses to disclosures of sexual violence and sexual harassment will be non-judgemental, respectful, compassionate and supportive.

When a complaint of sexual violence or sexual harassment has been reported to the College, the College will exercise care to protect and respect the rights of both parties – the complainant and the respondent. Except as otherwise stated in this Policy, the College provides those whose rights, privileges or interests may be affected by a decision with a notice of the decision to be made, disclosure of facts relevant to the decision and an opportunity to be heard. The College may decide how it meets these obligations in different circumstances and will do so with a view to providing a fair process, making a sound decision, and preserving the dignity of the individual who has been subjected to sexual violence or sexual harassment.

Upon a complaint of alleged sexual violence and sexual harassment being made, the President/CEO will initiate an investigation, including as follows:

- (a) determining whether the incident should be referred to the police;
- (b) determine what interim measures, if any, need to be taken during the investigation.
- (c) 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;
- (d) interviewing the complainant, any person involved in the incident and any identified witnesses;
- (e) interviewing any other person who may have knowledge of incidents related to the complaint or any other similar incidents.

Appropriate actions may be taken by the College to ensure the safety of the individuals involved in the complaint. No disciplinary action will be taken against a person or persons without their knowledge and opportunity to respond, where there is an alleged breach of this Policy.

In any case, the College may decide to use an external investigator when appropriate in the circumstances.

## 2. Right to Withdraw a Complaint

A complainant has the right to withdraw a complaint at any stage of the process before a decision is rendered. They should communicate, in writing, their decision to withdraw their complaint to the identified investigator. In certain circumstances, if the College believes that the safety of other members of the College is at risk, the College may be required to initiate or continue an investigation and/or inform the police of the need for a criminal investigation, even when the individual who has been subjected to sexual violence or sexual harassment has exercised their right to withdraw a complaint. That person can still seek supports should they elect to withdraw their complaint.

### 3. Protection from Reprisals, Retaliation or Threats

All members of the College community have the right to express legitimate concerns about incidents of discrimination and harassment that they are experiencing in their study or work at the College without fear of reprisal.

The College will not tolerate any retaliation or reprisal through any means against anyone who discloses or reports an incident of sexual violence/sexual discrimination or participates in a related investigation.

Anyone engaged in such conduct may be subject to further disciplinary action under this Policy.

### 4. Irrelevant Questioning

During the College's investigative process, complainants acting in good faith who share their experience of sexual violence or sexual harassment through reporting an incident of, making a complaint about, or accessing support and services for sexual violence or sexual harassment will not be asked irrelevant questions during the investigation process by the College's staff or investigators, including irrelevant questions relating to the individual's sexual expression or past sexual history.

## **Confidentiality**

Confidentiality is important to those who have disclosed or reported sexual violence or sexual harassment. The confidentiality of all persons involved in a report of sexual violence or sexual harassment will be strictly observed, and the College is committed to ensuring such an environment and culture exists. The College will make every reasonable effort to protect personal information and handle records in accordance with its policies and corresponding provincial privacy legislation.

There are circumstances where an employee may be required to disclose information within or outside of the College in order to address safety concerns or to satisfy legal reporting obligations such as when: an individual is at imminent risk of life-threatening

self-harm; an individual is at imminent risk of harming another; there are reasonable grounds to believe that others in the College or wider community may be at risk of harm.

In such circumstances, information would only be shared with necessary service areas to prevent harm and the name of the person involved would not be released to the public.

All parties to an investigation are expected to keep the details of the case and the fact of the investigation confidential outside their circle of support in order to ensure the integrity of the investigation and decision-making process.

### **Support and Representation**

All parties are encouraged to bring a support person to meetings. They may attend meetings with a single non-participating support person who is not otherwise a witness in the matter.

### **Disciplinary Measures**

If it is determined by Cornerstone College that a member of our College community has been involved in sexual violence or sexual harassment on another member of our College community, immediate disciplinary or corrective action will be taken up and including termination of employment of instructors or staff or expulsion of a student.

In case where criminal proceedings are initiated, Cornerstone College 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 or sexual harassment, the College may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.

### **Making False Statements**

It is a violation of this Policy for anyone to knowingly make a false complaint of sexual violence or sexual harassment 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.

## **Appeals**

Should the complainant or the respondent not agree with the decision resulting from the investigation, he or she may appeal the decision within seven (7) business days by submitting a letter addressed to the President/CEO of the College setting forth in significant detail the basis for the appeal.

An appeal is not a re-hearing, The grounds for appeal are limited to:

- . The investigation or decision-making was not procedurally fair, which had a detrimental impact on the findings;
- . The decision was unreasonable in light of the evidence;
- . There are new facts or evidence that could potentially impact the outcome of the complaint, which could not reasonably have been obtained earlier.

The President/CEO may consult and seek legal advice as appropriate.

In most cases, the President/CEO will normally issue the decision in fifteen (15) business days. The decision is final and there is no further right to appeal. If the appeal is expected to take more than 15 days, the complainant and respondent will be advised.

## **Training**

Cornerstone College of Healthcare and Business will provide training to staff (instructors and administrative) and other contractors which shall include the college's process for responding to and addressing incidents and complaints of sexual violence and sexual harassment. This will take place during one of its monthly meetings.

For the incoming students, their training on the College's sexual violence and sexual harassment policy will take place on their first day of class following the welcome remarks of the President/CEO and Administrator of the College.

## **Policy Review and Amendment**

Cornerstone College of Healthcare and Business will review its Sexual Violence and Sexual Harassment Policy three (3) years after it is first implemented and amend it where appropriate. It was first implemented on 21 October 2016, reviewed on 20 November 2019. Amended this date 10 February 2015.

## **Collection off Student Data**

Cornerstone College of Healthcare and Business will collect and be prepared to provide upon the request of the Superintendent of Ontario Career College such data and information as required according to Subsections 32,3(8) and (10) of Schedule 5 of the Ontario Colleges Act, 2005 as amended.

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

Francais  
Fem'aide  
Telephone toll-free: 1-877-336-2433  
ATS: 1-866-860-7082  
[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](#).

Local

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.huroniatransitionhomes.ca](http://www.huroniatransitionhomes.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  
[www.daphnewymn.com](http://www.daphnewymn.com)  
Muskoka District Office  
Office: (705) 646-2122 or 1-877-406-1268  
[www.dephnewymn.com](http://www.dephnewymn.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 and 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  
Akwasasne Family Violence Program  
24 Hour Crisis: 1-800-480-4208  
Phone: 613-97-4322  
[www.akwasasne.ca/iethinistenha-women's-shelter](http://www.akwasasne.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 Refrew 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: 519-936-75710  
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.kenoralsexualassaultcentre.com](http://www.kenoralsexualassaultcentre.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  
<https://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 Nippising/centre d'agressions  
sexuelles de nippising  
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.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: 519-33-3320 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)