

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 maybe 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