

Sexual Violence and Sexual Harassment Policy

1. Policy Application

The Policy applies to all career college students of The Create Institute.

2. The Scope

The Policy applies to complaints of sexual violence that have occurred on The Create Institute campus or at a one of our events and involve our students.

3. Purpose and Intent

All of The Create Institute 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 behaviours, and outlines our investigative processes for sexual violence.

4. Policy Objectives

The Create Institute 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.

To that end The Create Institute will provide a copy of the policy to our students, and educate them together with our career college management, employees and contractors about this Policy and how to identify situations that involve, or could progress into sexual violence against our students and how to reduce it.

Where a complaint has been made, under this Policy, of sexual violence The Create Institute 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 respondent about the status of the investigation;
- (c) assisting students who have experienced sexual violence in obtaining counselling and medical care;
- (d) providing students who have experienced sexual violence with appropriate academic and other accommodation; and
- (e) providing students who have experienced sexual violence with information about reporting options as set out in Appendix 1.

5. 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.

6. Reporting and Responding to Sexual Violence

Students, faculty and staff of The Create Institute will take all reasonable steps to prevent sexual violence involving our students on our career college campus or events by reporting immediately to The Create Institute board of directors representative (*Catherine Marrion*) if our students have been subject to, or they have witnessed or have knowledge of sexual violence involving our students, or have reason to believe that sexual violence has occurred or may occur which involves our students.

Subject to paragraph 7 below, to the extent it is possible, The Create Institute board of directors representative (*Catherine Marrion*) 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.

The Create Institute recognizes the right of the complainant to determine how her or his complaint will be dealt with. However, in certain circumstances, The Create Institute may be required by law or its internal policies to initiate an internal investigation and/or inform police without the complainant's consent, if it believes the safety of members of its campus or the broader community is at risk.

A complainant seeking accommodation should contact:

The Create Institute board of directors representative:
Catherine Marrion (416) 904-4356 or cmarrion1@gmail.com

7. Investigating Reports of Sexual Violence

A complaint of sexual violence may be filed under this Policy, by any student of our career college, to The Create Institute board of directors representative (*Catherine Marrion*) in writing.

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

Upon a complaint of alleged sexual violence being made The Create Institute board of directors representative (*Catherine Marrion*) will initiate an investigation, including as follows:

- (a) determining whether the incident should be referred immediately to police;
- (b) determining 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;
- (f) informing the respondent of the complaint, providing details of the allegations and giving the respondent an opportunity to respond to those allegations;
- (g) providing reasonable updates to the complainant and the respondent about the status of the investigation; and
- (h) determining what disciplinary action, if any, should be taken.

8. Disciplinary Measures

If it is determined by The Create Institute that a student of our career college has been involved in sexual violence, immediate disciplinary or corrective action will be taken up to and including termination of employment of instructors or staff or expulsion of a student.

In cases where criminal proceedings are initiated, The Create Institute 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 The Create Institute may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.

9. Making False Statements

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 of instructors or staff or expulsion of a student.

10. Reprisal

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.

11. Review

This policy will be reviewed 3 years after it is first implemented.

12. Collection of Student Data

The Create Institute shall collect and be prepared to provide upon request by the Superintendent of Private Career Colleges such data and information as required according to Subsections 32. 3 (8), (9) and (10) of Schedule 5 of the Private Career Colleges Act, 2005 as amended.

13. Resources (Appendix 1)

Canadian Association of Sexual Assault Centres

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

Français

Fem'aide

Telephone toll-free: 1-877-336-2433

ATS: 1 866 860-7082 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 --

<http://www.satcontario.com/en/home.php>

Huronia 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: 705-526-322 www.huroniatrtransitionhomes.ca

Belleville

Sexual Assault Centre for Quinte and District

Toll-Free: 1-877-544-6424

Office: 613-967-6300 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

Muskoka District Office

Office: (705) 646-2122 or 1-877-406-1268 www.daphnewymn.com

Brantford

Sexual Assault Centre of Brantford

Crisis: 519-751-3471

Office: 519-751-1164

sexualassaultcentre@sacbrant.ca <http://sacbrant.ca/>

Brockville

Assault Response & Care Centre

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

arcc@bgh-on.ca 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.akwasasne.ca/iethinistenha-women's-shelter

Durham Region

Durham Rape Crisis Centre

Crisis: 905-668-9200

Office: 905-444.9672 info@drcc.ca 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

Guelph

Guelph-Wellington Women in Crisis

Crisis: 519-836-5710 or 1-800-265-7233

Office: 519-823-5806 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

Kenora
Kenora Sexual Assault Centre
Crisis: (807) 468-7233 or 1-800-565-6161
Office: (807) 468-7958 www.kenoralsexualassaultcentre.com

Kingston
Sexual Assault Centre Kingston
Crisis: 613-544-6424 or 1-877-544-6424
Office: 613-545-0762 sack@sackington.com www.sackington.com

Kitchener-Waterloo
Sexual Assault Support Centre of Waterloo Region
Crisis: 519.741.8633
Office: 519.571.0121 info@sascwr.org www.kwsasc.org

London
Sexual Assault Centre London
Crisis: 519-438-2272
Office 519-439-0844
TTY: 519-439-0690 sacl@sacl.ca www.sacl.ca

London Abused Women's Centre
Office: 519-432-2204
E-Mail: 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

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 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

Orangeville
Family Transition Place
Crisis: 1-800-265-9178
Office: 519-942-4122 www.familytransitionplace.ca

Ottawa
Sexual Assault Support Centre
Crisis: 613-234-2266
Phone: 613-725-2160
TTY: 613-725-1657 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

YWCA Peterborough Haliburton
Crisis: 1-800-461-7656
Office: 705.743.3526 x 130 www.ywcapeterborough.org

Sault Ste Marie
Women in Crisis (Algoma) Inc.
Crisis: 705-759-1230 or 1-877-759-1230 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

Simcoe
Haldimand & Norfolk Women's Service
Crisis: 1-800-265-8076
TTY: 1-800-815-6419
Office: 519-426-8048 hnws@hnws.on.ca www.hnws.on.ca

St. Catherines
Niagara Region Sexual Assault Centre
Crisis: (905) 682-4584
Office: (905) 682-7258 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 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 <http://www.tawc.ca/>

Toronto
Oasis Centre des Femmes
Téléphone : 416-591-6565
Courriel : 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 crisis@trccmwar.ca www.trccmwar.ca

Windsor
Sexual Assault Crisis Centre of Essex County
Crisis: 519-253-9667 www.saccwindsor.net

Woodstock
Domestic Abuse Services Oxford
Crisis: 519 539-4811 or 1-800-265-1938
info@daso.ca www.daso.ca