

## **Sexual Violence and Sexual Harassment Policy**

### **1. Policy Application**

The Policy applies to all 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 Director and representative (Ouida Pihulyk), 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 Director (Ouida Pihulyk) 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 the 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 Director and representative:

**Ouida Pihulyk** at email: [director@thecreateinstitute.org](mailto:director@thecreateinstitute.org) and/or Tel: (416) 697-5652

#### 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

Director (*Ouida Pihulyk*) 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 Director and representative (*Ouida Pihulyk*)

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. 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 Director (*Ouida Pihulyk*) 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 Director and representative (*Ouida Pihulyk*)

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.

10. 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

Director (*Ouida Pihulyk*) 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 Director and representative (*Ouida Pihulyk*)

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.

11. 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.

12. 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.

13. 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.

14. Review

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

#### 15. Collection of Student Data

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

#### 16. 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.

#### 17. 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.

#### 18. Review

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

#### 19. Collection of Student Data

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

20. All students can access supports and services as needed. An official internal or external complaint is not a prerequisite for accessing these services.

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

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

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: 705-526-322 [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.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 Akwasasne Family Violence Program 24 Hour Crisis: 1-800-480-4208  
Phone: 613-937-4322 [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 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 or 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 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 Nippissing/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

Peterborough & Kawartha 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](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 Téléphone : 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)

