



Newborough Teacher Training Institute Sexual Violence and Harassment Policy 2023

Policy Statement

A primary measure undertaken by the Government of Ontario, which seeks to combat sexual violence and harassment in campuses and workplace, is the implementation of the Sexual Violence and Action Plan Act 2016.

In accordance with the mandates of this Action Plan, Newborough Teacher Training Institute has developed the following Sexual Assault and Sexual Violence Policy. This policy will ensure that all students and personnel at Newborough Teacher Training Institute are provided with the opportunity to make the most of their academic career, in an environment that is free from any form of violence and harassment.

As such, the Sexual Assault and Sexual Violence Policy implemented by Newborough Teacher Training Institute addresses the established protocols and procedures implemented for individuals who have been affected by any form of sexual assault, violence or harassment, in addition to noting the guidance and resources that Newborough Teacher Training Institute will provide all students, faculty and administration.

Through implementation of the tenets and procedures outlined in this policy, Newborough Teacher Training Institute seeks to demonstrate its support towards all individuals affected by

such acts of violence or assault. In particular, the implementation of the tenets of these policies will ensure that students will have their right to a safe academic environment upheld and will be provided with the necessary services if complaints are ever made in regard to incidences wherein such acts of sexual violence or assault have taken place.

While this policy is primarily aimed towards protecting the individual rights of Newborough Teacher Training Institute adult learners, the scope of this policy extends to all personnel who are members of the Newborough Teacher Training Institute community.

Distribution of Sexual Assault and Sexual Violence Policy

- I. Newborough Teacher Training Institute will ensure compliance with the Private Career Colleges Act 2005, and adherence to the Sexual Violence and Harassment Action Plan Act 2016. The Sexual Assault and Sexual Violence Policy 2017 will be included in every Adult Learner Handbook.
- II. Adult learners will be obligated to declare receipt of the policy, which will be acknowledged and declared through adult learner signature.
- III. The Sexual Assault and Sexual Violence Policy 2017 will also be provided to all faculty and staff members, inclusive of administrative/managerial personnel, instructors and all member involves with Newborough Teacher Training Institute. Training regarding the Policy will take place as part of the hiring process.

Development of Sexual Assault and Sexual Violence Policy

- I. Newborough Teacher Training Institute will review and if necessary, amend sections of the Sexual Assault and Sexual Violence Policy 2017 within a maximum time period of every three years.
- II. Adult learners will be informed at the time of orientation that they are encouraged to provide anonymous input in regard to improving the policy.
- III. Input from adult learners will be reviewed on a continual basis, and any necessary addendums which reflect the suggestions and/or concerns of the students will be implemented on a basis that is deemed to be necessary by the administration.
- IV. Open forums will be held in a given month at the end of each academic year, which will provide adult learners with the opportunity to discuss any concerns, including those concerning sexual assault or sexual violence. In the case where adult learners wish to remain anonymous, an email may be sent in advance to the host of the open forum, with instructions to mention or take into consideration the premise of the concern.
- V.

Disclosure to Superintendent

Upon the request of the Superintendent, Newborough Teacher Training Institute will issue a report which outlines:

- a. The number of times that support services and accommodation relating to sexual violence has been requested and obtained by the students
- b. The measures Newborough Teacher Training Institute has put into place to ensure that support services and awareness programs are available for students
- c. The number of complaints and incidences relating to sexual assault and sexual violence that have been reported by students
- d. The efficiency of the Sexual Assault and Sexual Violence Policy 2017

The Director of Education will ensure that this report does not disclose the names or personal information of any of the students or personnel who have contributed to the report.

Newborough Teacher Training Institute Sexual Violence and Harassment Policy

The Sexual Violence and Harassment Action Plan Act (Supporting Survivors and Challenging Sexual Violence and Harassment), [SVHAP Act, 2016] defines sexual violence as follows:

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.

According to the Ontario Human Rights Code, Sexual Harassment is defined as engaging in a course of vexatious comment or conduct that is known or ought to be known to be unwelcome.

The Ontario Human Rights Commission notes the following examples of actions which constitute as sexual harassment:

- Engaging in unwanted physical interaction/contact that invades personal space.
- using language that puts someone down.
- leering or inappropriate staring
- making gender-related comments about someone's physical characteristics or mannerisms.
- treating someone poorly because they don't fit in stereotypes about gender.
- showing or sending sexually implicit or explicit images
- telling or writing and passing around offensive sexual jokes
- engaging in discourteous humor or language related to gender.
- engaging in gender-related conduct that causes a person to feel uncomfortable.
- spreading sexual rumors, whether in person or through other digital mediums
- making suggestive or offensive comments or hints about members of a specific gender
- making sexual propositions
- verbally abusing, intimidating, or jeering at someone based on gender.
- bragging about sexual prowess
- demanding dates or sexual favors
- making offensive sexual jokes or comments
- asking questions or talking about sexual activities
- making an employee dress in a sexualized or gender-specific way
- acting paternally in a way that undermines self-respect or position of responsibility.
- threats to penalize or otherwise punish a person who refuses to comply with sexual advances.

Preventing Sexual Violence and Harassment

Newborough Teacher Training Institute cannot prevent or remedy sexual harassment unless it knows about it. Any employee paid or unpaid intern or adult learners subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor or manager. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor or manager.

- I. If an act of sexual assault or sexual violence has taken place, students are encouraged to refer to the program coordinator/HR. This situation also applies to incidences where an adult learner has witnessed or has reason to believe that such an incident has occurred in the life of another adult learner.
- II. The adult learner may also report to any instructor or administrative personnel who they feel can appropriately address their concern. The instructor or administrative personnel will then report the incident to program coordinator/HR.
- III. The program coordinator/HR will then refer the adult learner to the appropriate services available to the adult learner. Newborough Teacher Training Institute does not require that adult learner provide any formal documentation for the purposes of accessing or inquiring about sexual assault or sexual violence support services.
- IV. In the situation where an adult learner wishes to file a formal complaint, the program coordinator/HR will begin the process of a formal complaint procedure.

Investigation Protocol: Confidentiality Agreement

I. Newborough Teacher Training Institute prioritizes confidentiality for those involved in investigations of sexual assault or violence, respecting an adult learner's choice not to make a formal report.

II. If an adult learner seeks guidance while wishing to remain anonymous, Newborough Teacher Training Institute staff will maintain strict confidentiality, not disclosing their identity.

III. Exceptions to this policy occur when:

- a. There's reason to believe the adult learner may harm themselves.

- b. There's a risk to the academic community or the public.
- c. The adult learner needs counseling for coping.
- d. The information is required for litigation.

IV. In these exceptional cases, Newborough Teacher Training Institute may notify the police without the adult learner's consent.

V. When an exemption applies, only individuals responsible for medical, psychological, or litigation involvement will have access to case reports.

VI. Newborough Teacher Training Institute won't share information about confidential cases without formal complaint procedures or the explicit written consent of the adult learner.

VII. Formal complaint files are securely stored without copies in the office of the program coordinator/HR.

Complaint and Investigation of Sexual Harassment

I. An adult learner may choose to file a formal complaint or incident report regarding an act of sexual assault or sexual violence committed by another adult learner or any member of the Newborough Teacher Training Institute community. To initiate the formal complaint process, the adult learner should contact the program coordinator/HR.

II. The program coordinator/HR will hold a discussion with the adult learner and complete a Sexual Assault and Sexual Violence incident form, which outlines the details of the reported assault or violence.

III. The adult learner will provide their expressed consent by signing the Incident Form, allowing the program coordinator/HR to investigate the incident in collaboration with the Director of Education.

IV. Throughout the investigation, the program coordinator/HR will prioritize the adult learner's comfort and safety within their academic environment. Any social, emotional, or physical needs of the adult learner will be accommodated, including arrangements to separate the adult learner from situations involving the alleged perpetrator. There will be no cost to the adult learner for these measures.

V. The program coordinator/HR and Director of Education will conduct an interview with the alleged perpetrator, providing them with an opportunity to explain and defend themselves in response to the allegation.

VI. Following the investigation, the program coordinator/HR and Director of Education will assess whether immediate referral to the police is warranted, as outlined in section VII.III. If it is determined that the sexual assault or violence incident has occurred, Newborough Teacher Training Institute will take the necessary disciplinary actions to ensure campus safety.

VII. The victim will be informed of the measures taken, and the program coordinator/HR will also discuss further actions based on the feedback provided by the victim. This ensures that the mental and physical health needs of the adult learner are addressed.

Disciplinary Measures

I. If Newborough Teacher Training Institute determine through the course of their investigation that any personnel or student has committed an act of sexual assault or sexual violence, their academic or employment contract will immediately be terminated.

II. In addition, Newborough Teacher Training Institute will take measures to ensure that the adult learner or personnel is barred from accessing any Newborough Teacher Training Institute facilities.

III. If it has been determined that a false statement or falsehood has been made regarding fellow adult learner or Newborough Teacher Training Institute personnel, the adult learner who has lied will also face disciplinary measures, including expulsion.

IV. During the investigation, Newborough Teacher Training Institute reserves the right to take necessary measures to ensure the safety and security of its staff and adult learner. Disciplinary measures may include temporary suspension of the alleged perpetrator, pending the outcome of the investigation.

Disciplinary Measures

As of March 1st, 2022, the Newborough Teacher Training Institute Sexual Assault/Sexual Violence Policy has been updated to include the following two amendments in accordance with Subsection 36.0.2 of Ontario Regulation 415/06 under the Private Career Colleges Act, 2005:

I. Adult learners who report an incident of sexual violence or make a complaint in good faith will not face disciplinary actions or sanctions for violations of Newborough Teacher Training Institute's policies related to drug or alcohol use at the time of the alleged sexual violence.

II. Adult learners who disclose their experiences of sexual violence through reporting an incident, making a complaint, or accessing supports and services will not be subjected to irrelevant questions during the investigation process conducted by Newborough Teacher Training Institute's staff or investigators. This includes questions related to the adult learner's sexual expression or past sexual history.

Referral Resources

The Ontario Network of Sexual Assault/Domestic Violence Treatment Centres offers round-the-clock emergency assistance to individuals affected by sexual assault, violence, or abuse.

Alongside immediate medical attention, all centers also offer counseling and connect survivors with community organizations and support services.

For comprehensive information about centers across Ontario and the entire nation, individuals may visit <https://www.sadvtreatmentcentres.ca/>.

<p>Canadian Association of Sexual Assault Centers 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 Telephone Toll-Free: 1-877-336-2433 ATS: 1 866 860-7082 www.femaide.ca</p>	
<p><u>Scarborough</u> Sexual Assault/Domestic Violence Care Centre The Scarborough Hospital Grace Campus 3030 Birchmount Rd. 416-495-2555</p>	<p><u>Mississauga</u> Sexual Assault/Domestic Violence Program Sexual Assault Care and Counselling Centre The Trillium Health Centre 100 The Queensway W. 905-848-7580, ext.2142</p>
<p><u>Richmond Hill</u> Domestic Abuse and Sexual Assault Care Centre York Centre Hospital 10 Trench St. 905-832-1406, ext. 3</p>	<p><u>Hamilton</u> Sexual Assault/Domestic Violence Care Centre Hamilton Health Sciences, McMaster University Medical Centre 1200 Main St. W. 905-521-2100, ext. 73557</p>
<p><u>Toronto</u> Sexual Assault/Domestic Violence Care Centre Women's College Hospital 76 Grenville St. 416-323-6040</p>	<p><u>Burlington</u> SAVIS-Sexual Assault & Violence Intervention Services 1515 Rebecca St. Oakville 905-825-3622</p>