



SEXUAL VIOLENCE AND PREVENTION POLICY AND GUIDELINES.

Policy Application

The Policy applies to all members of CHN College community, including students, staff, faculty, administrators, contract service providers, contractors, officers, directors, and individuals who are directly connected to any of the student initiatives, volunteers and visitors.

Purpose and Intent

All members of CHN College's community have a right to study and work in an environment free of sexual violence and sexual harassment.

The College recognizes that certain populations are at greater risk of sexual violence in Canada, including:

- Young women and girls
- Indigenous women
- Women living with cognitive or physical disabilities
- Individuals within the LGBT2SQ+ community
- Newcomer women and women from ethnocultural and racialized communities

We recognize that many of our students attending Private Institutions fall within these populations and we want to emphasize that it is our intent to assure a positive learning environment for all our students regardless of what population they may belong to. To address this, we have called upon members from all populations in the development of this policy.

The purpose of this policy is to articulate CHN College's position with respect to sexual violence and establish a formal response protocol for disclosures of incidents of sexual violence.

This document sets out our policy on sexual violence and sexual harassment, defines the prohibited behaviours, and outlines our investigative processes for sexual violence and sexual harassment. The policy further outlines the procedures the institution will undertake to educate its community on avenues to prevent sexual harassment.

The Scope

The Policy applies to complaints of sexual violence or sexual harassment that have occurred on the College campus or at a College event and involve members of the College community as defined in paragraph one, the Policy Application.

Definitions

Sexual violence 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.

Definition of Sexual Misconduct

This Policy prohibits sexual misconduct, which includes sexual violence and sexual harassment.

Sexual Violence, without limiting the generality of the foregoing, includes:

- sexual assault which is any type of an unwanted sex act done by one person to another, without that person's consent, that violates the sexual integrity of an individual ranging from unwanted conversations, touching to penetration;
- any violence, physical or psychological, carried out through sexual means or by targeting sexuality, including sexual abuse; and
- criminal harassment (including stalking and cyber bullying).

Sexual Harassment, without limiting the generality of the foregoing, includes:

Any course of vexatious comment or conduct of a sexual nature that is known or ought reasonably to have been known to be unwelcome, including:

- Offensive jokes or comments of a sexual nature.
- Displaying of pornographic or sexist pictures or materials, including online.
- Suggestive or offensive remarks.
- Unwelcome language related to gender.
- Remarks, jokes, innuendoes, propositions, or taunting about a person's body, attire, sex or sexual orientation.
- Leering or inappropriate staring.
- Bragging about sexual prowess.
- Physical contact such as touching, patting, or pinching, with an underlying sexual connotation; and

- Sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome.

Consent

Consent is central to sexual assault. The Criminal Code of Canada defines consent as it relates to sexual assault as the voluntary agreement to engage in sexual activity. An individual must actively and willingly give consent to sexual activity. Simply stated, sexual activity without consent is sexual assault.

Young people, like many others, often do not fully understand consent and can feel that the line between consensual sexual acts and sexual assault can be unclear. This is particularly true when an acquaintance, friend, or partner is the perpetrator.

Consenting to one kind, or instance, of sexual activity does not mean that consent is given to any other sexual activity or instance. No one consents to being sexually assaulted.

Where consent does not exist (lack of agreement): a person can express a lack of agreement verbally or through conduct (such as physically resisting advances). The Criminal Code makes it clear that a person can, after initially giving consent to engage in sex, revoke consent at any time by expressing a lack of agreement to continue engaging in sexual activity.

In other words, consent:

- Is never assumed or implied.
- Is not silence or the absence of “no”
- Cannot be given if the victim is impaired by alcohol or drugs, or is unconscious.
- Can never be obtained through threats or coercion.
- Can be revoked at any time.
- Cannot be obtained if the perpetrator abuses a position of trust, power or authority.

It is not for the institution to weigh or determine whether or not consent has been given. This purpose of the policy is not to examine or investigate sexual assault allegations, but rather to inform all members of the college community of their responsibility to eliminate harassment and inform victims of their rights.

For more information on consent, please refer to <http://www.gov.mb.ca/youarenotalone/consent.html>

Policy Objectives and Goals

Our College is committed to providing members of our College community an educational environment free from sexual violence and sexual harassment and treating those individuals who report incidents of sexual violence or sexual harassment with dignity and respect.

The College recognizes the sensitive nature of sexual harassment of any form and wishes to assure all members of our community are aware that we wish to approach any such sharing of information with compassion and understanding. We do; however, wish to make all members of the community aware that depending upon the wishes of the victim the College may be limited in its ability to perform any form of investigation to determine the validity of a complaint.

It is the College's intent to provide a supportive role and assist the individual by way of the following:

- Educating all members of our community on sexual harassment and prevention.
- Listening to complaints/disclosures and responding in a sensitive and understanding manner.
- Providing information to the student about the institution's response procedure.
- Offering information or making referrals to support service providers with experience addressing sexual assault and trauma; and
- Providing the individual with reasonable accommodation while on campus.

To meet the needs of the victim the College wishes to make the student aware of their options to assure that their needs are being addressed:

- Bring the matter to the attention of College staff person through sharing of their experience or concern. Such staff persons may be College councillors, instructors, or appointed individuals. Please note that the College's ability to take any formal action will be limited in such incidents.
- Raise a formal complaint where the student wishes some form of action be taken to alter their learning environment or involve the College in possible discussion with the individual on their behalf.
- Initiate a more formal written complaint which may involve investigation by an external body or legal action.

The College will educate and train faculty, staff and students about this Policy and how to identify situations that involve, or could progress into sexual violence or sexual harassment and how to reduce these forms of prohibited behaviours. The training will be annually held and items covered will be:

- What is sexual violence and harassment and what is consent.
- How to report an incident and who in the College will be responsible to follow up.

- Education on the subject of sexual violence including awareness of how social media can potentially be involved.

The College will assure that senior staff and those individuals responsible for the investigation and handling of any concerns raised by the student will have participated in the MACC Training program provided by Klinik on an annual basis.

Faculty and staff will undergo internal training provided by the College with focus on awareness, monitoring and prevention of sexual harassment.

The College will educate individuals not normally a part of the College community by providing them with the policy. This may include individuals who may interact with the students periodically such as external contractors and service providers.

Raising Awareness of Sexual Violence

The College ensures that its entire community is aware of the policies and procedures regarding sexual violence, including that perpetrated via digital and social media through the following actions:

- Inclusion of the Policy in the Student Handbook, a copy of which is provided to each student and discussed during orientation.
- Posters and pamphlets generated through Klinik on Sexual Harassment and prevention are posted on the noticeboards to remind College community about what is appropriate and inappropriate sexual conduct.
- The policy is included and in the on-boarding package for new staff and instructors and discussed as part of the orientation.
- Staff and instructors are required to review the policy at least once a year as part of the annual performance review.
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- The policy is posted on the College website and made accessible to students, staff, and instructors.
- Highlights of the policy and new developments in the area of sexual violence are included in the quarterly College community newsletter as appropriate.

Prevention of Incidences of Sexual Violence

The College will institute the following measures to prevent incidences of sexual violence amongst its campus community:

- Making sure each one of its community members is made aware of the policy on sexual violence.

- Bringing to the attention of its community new developments on the sexual harassment and prevention from credible sources.
- Circulation to the entire College community an annual statement from the College President outlining the key messages in college policy on sexual violence and efforts for its prevention.

Complaint/Disclosure Procedures and Response Protocols

Where a complaint has been made, under this Policy, of sexual violence or sexual harassment the College will take the following actions where applicable:

- Immediately provide the information on available resources.
- Providing those who have experienced sexual violence or sexual harassment with information about reporting options.
- Seek clarification on what the individual would like to do next - inform, report or seek law enforcement.
- Responding promptly to any complaint and providing reasonable updates to the complainant and the respondent about the status of the investigation.
- Assisting those who have experienced sexual violence or sexual harassment in obtaining counselling and medical care.
- Providing those who have experienced sexual violence or sexual harassment with appropriate academic and other accommodation; and
- Providing on-campus investigation procedures for sexual violence and sexual harassment complaints.

Reporting and Responding to Sexual Violence

Through the orientation and onboarding sessions, all College community members are made aware of the services and procedures to prevent and respond to sexual violence. Specifically, the following approaches will be used:

- Discuss the full range of options available to complainants/survivors, including compliant/disclosure and formal reporting options and that victims may choose option, or combination thereof, at any point in time.
- Ensure that individuals coming forward with a complaint/disclosure feel in control of the process and that they are not compelled, nor restricted from pursuing the issue through law enforcement at any time.
- Articulate steps to be undertaken when individual makes a complaint/disclosure.
- Provide a clear indication on the supports that are made available to students immediately following disclosure. These may include:
 - Ensuring that the student is listened to in a non-judgemental way.
 - Making the student aware of the services available to them and the contacts of those services (e.g., Clinic Sexual Assault Crisis Line; 1-888-292-7565).

- Always respecting the right of the victim to choose the service that is appropriate for them and to exercise their right to file a police report. However, in certain circumstances, the College 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 College community is at risk.
- Maintaining strict confidentiality and anonymity of the disclosing student, 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 in our College community are at risk.
- Working with the student to identify and implement the form of accommodation that is most appropriate form for them (e.g., deferment of exams/tests; make up assignments, additional tutorials for missed classes, etc.).
- Encourage members of our College community to take all reasonable steps to prevent sexual violence on our College Campus or events and report immediately to the College President or College Administrative Assistant if they are subject to, witness or have knowledge of sexual violence, or have reason to believe that sexual violence has occurred or may occur.

Investigating Reports of Sexual Harassment

If a member of the College community believes she/he has been sexually harassed by a member of our College community, she/he may confront the harasser personally or in writing pointing out the unwelcome behaviour and requesting that it stop; or

Report the complaint to the College President or the College Administrative Assistant in writing; if in person fill out attached **(Appendix 2)**

Upon a complaint of alleged sexual harassment being made to the College President, College Administrative Assistant, management will initiate an investigation, including as follows:

- 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.
- Interviewing the complainant, any person involved in the incident and any identified witnesses.
- Interviewing any other person who may have knowledge of incidents related to the complaint or any other similar incidents.

- Informing the respondent of the complaint, providing details of the allegations and giving the individual an opportunity to respond to those allegations.
- Providing reasonable updates to the complainant and the respondent about the status of the investigation; and
- Determining what disciplinary action, if any, should be taken.

Disciplinary Measures

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

In cases where criminal proceedings are initiated, the 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 or expulsion.

Reprisal

It is a violation of this Policy to retaliate or threaten to retaliate against a complainant, acting in good faith, which has brought forward a complaint of sexual violence or sexual harassment, provided information related to a complaint, or otherwise been involved in the complaint investigation process.

Cultural Sensitivity

The College recognizes that some members of its community (especially Indigenous women, new-comer women, women from ethnocultural communities, and international students) may be more vulnerable to sexual violence and that a variety of disclosure and support services are critical to ensuring that the policy serves all its members. To this end, the College will ensure that:

- Members of its community can provide feedback for policy development and review in an anonymous manner.
- Identify a female member of staff to whom disclosures may be made in a confidential manner.

- Regularly share information on support services that cater to specific groups.
- Cultural diversity as it relates to sexual violence is incorporated into training programs.

Policy Accessibility

The College will ensure that the policy is readily accessible to students, staff, and instructors by:

- Including a copy of the policy in the student orientation and staff onboarding packages.
- Posting on the College website where it can be accessed by members of the College Community.
- Posting copies in the common rooms (i.e., student and staff lunchrooms).

Public Reporting

The College will make the student body and public aware of its compliance with this policy by stating on its website and in printed matter the following:

- List of personnel responsible for investigating any complaints of sexual misconduct or harassment, including contact information.
- Stating the dates of training sessions for staff and faculty of the College.
- State the dates of student group meeting sessions where this policy is discussed.

Policy Development and Review

Policy was generated by a committee formulated by the Manitoba Association of Career Colleges with input from member colleges.

The Policy was circulated to students of the Member Schools by way of a survey seeking input and comments from the widest possible student base assuring students have the opportunity to provide input and guidance from all communities and gender populations.

The guidelines and wording used in the development of this Policy are derived from the *Manitoba Post-Secondary Sexual Violence Guide*. For more details, please visit: https://www.edu.gov.mb.ca/docs/sexual_violence/guide.pdf

The College reviewed and adapted the policy through the following process:

The Policy was implemented on October 10th, 2017 and will be reviewed no later than every four years. A consultative review process seeking input from all member groups of the College community will be used in the review.

Attachments

- Appendix 1 – Resources
- Appendix 2 – Harassment Reporting Form.