



Policy to Prevent and Combat Sexual Violence

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PREFACE

On December 8, 2017, the National Assembly passed an Act to prevent and combat sexual violence in higher education institutions (hereinafter the "Act"). This Act requires the adoption and implementation of a Policy to Prevent and Combat Sexual Violence (hereinafter the "Policy") by institutions by September 1st, 2019.

College Canada Inc. (hereinafter the "College") is committed to providing its students with a learning environment free of sexual violence and an environment that treats students who report incidents of this nature with dignity and respect. Through its Policy, the College is committed to preventing acts of violence, bringing awareness, getting involved in training and supporting individuals.

1. PRINCIPLES

- a) The College disavows all forms of sexual violence because it constitutes an obstacle to the right to equality, dignity and just and reasonable conditions of work and education.
- b) The College is committed to fostering a safe environment for the student population and the staff.
- c) The College recognizes an individual's right to protection, assistance and advocacy through appropriate redress mechanisms.
- d) The College pays special attention to those who are at a higher risk of sexual violence such as people who form minorities due to their sexual orientation or gender, women, cultural communities, indigenous communities, foreign students as well as people with disabilities.
- e) The College ensures that this Policy applies to the entire college community and all those who work there, including contractors.
- f) The College ensures that all cases are treated impartially, fairly, discreetly and vigilantly. To do this, the College undertakes to set up a **Single Point of Contact** that will have the mandate to receive people with information to transmit, accompany them in the process and inform them of the possible steps¹¹.
- g) The College ensures that no prejudice can be exerted against a person who has submitted a complaint or against a person who has participated in the process of a complaint.

¹¹ Inspired by : BUREAU DE COOPÉRATION INTERUNIVERSITAIRE, *Sexual Harassment and Violence in the University Context*, Report from the Task Force on Policies and Procedures Pertaining to Sexual Harassment and Violence (GT-PHS) 2017, p. 9

h) The College respects the choice of any person to submit a complaint or not, the College will not replace the police authorities but will intervene, whether there is a complaint or not, to ensure fair and reasonable work and study conditions.

2. DEFINITIONS

In this Policy, unless specified otherwise, the following terms mean:

1. Sexual Violence

Refers to any form of violence committed through sexual practices or targeting sexuality. This also includes any other misconduct that manifests itself in the form of unwanted sexual gestures, words, behaviors or attitudes, including misconduct related to sexual or gender diversity, expressed directly or indirectly, including by technological means.

It includes, amongst other things, sexual misconduct, sexual harassment, cyber-harassment, and sexual assault.

This definition applies regardless of the age, gender, culture, religion, sexual orientation or gender identity of those involved (victim or abuser), regardless of the type of gesture and the place or environment in which it was made and regardless of the relationship between the victim and the offender.

2. Sexual Assault

A sexual act, with or without physical contact committed by an individual without the consent of the person concerned or, in some cases, by emotional manipulation or blackmail. It is an act that aims to subject another person to one's own desires by an abuse of power, the use of force or coercion, or an implicit or explicit threat. Sexual assault violates fundamental rights, including physical and psychological integrity and personal security¹².

3. Sexual Harassment

Sexual harassment is included in the definition of psychological harassment. It may be disturbing behavior manifested by repeated, hostile, or unwanted behaviors, words, writings, acts or gestures of a sexual nature that affects the physical and psychological dignity and integrity of the person leading to a harmful work or teaching environment. Psychological harassment includes such action when it manifests itself in words, acts or gestures of a sexual nature.

A severe action can also constitute as harassment if it causes harm and has continuous harmful effects on a person¹³.

¹² Government Guidelines on Sexual Assault, 2001.

¹³ Inspired by the campaign <<Sans OUI, c'est NON>>, <http://www.harcelementsexuel.ca/harcelement-sexuel/>

4. Sexual Cyber-Harassment

Sexual harassment using technological means such as social media. The sending of comments of a sexual nature or threats of sexual assault constitutes sexual cyber-harassment. Also, broadcasting or threatening to broadcast rumors, photographs or audio or video recordings of moments of sexual intimacy, without the consent of the individual, constitutes sexual cyber-harassment¹⁴.

5. Sexual Misconduct

Sexual misconduct refers to acts of a sexual nature that occur in the context of a professional relationship defined by the Professional Code¹⁵.

6. Consent

Explicit, free and voluntary agreement of a person to engage in sexual activity. Consent can be withdrawn at any time. Consent is invalid in the following cases:

- the consent is manifested by the words or the behavior of a third party;
- the person is unable to express it, mainly because the person is intoxicated by drugs or alcohol or because they are unconscious;
- the consent of a person is obtained by a breach of trust or an abuse of power;
- the person expresses, by words or behavior, the absence of an agreement to the activity;
- after having consented to the activity, the person manifests, by words or behavior, the absence of agreement to the continuation of the activity.

For the purpose of this Policy, consent is invalid when it involves a relationship of authority, a teaching relationship or a helping relationship between a staff member and a student and between two staff members who occupy different hierarchal levels in the organization.

In Canada, the age of consent to sexual activity is 16 years old. It is raised to 18 years old in the following cases:

- the sexual partner of the person under the age of 18 is in a position of trust or authority;
- the person is dependent on the sexual partner;
- the relationship between the two individuals constitutes sexual exploitation¹⁶.

7. Disclosure

For the purpose of this Policy, "disclosure" means that a person informs a member of the college community that he or she has been the victim of alleged sexual violence. This disclosure

¹⁴ Action ontarienne contre la violence faite aux femmes. Cyberharcèlement à caractère sexuel, online: <http://tracons-les-limites.ca/cyberharcèlement-a-caractère-sexuel/>, consulted August 20th 2018.

¹⁵ Professional Code, RLRQ c. C-26, art. 59.1.

¹⁶ Inspired by the minister of Justice, Gouvernement of Canada, found on : <http://www.justice.gc.ca/fra/jp-cj/victimes-victims/def.html>

does not necessarily lead to a complaint. In terms of accountability, under the act, a disclosure is treated as a report.

8. Report¹⁷

For the purpose of this Policy, a "report" means that a person transmits information about alleged sexual violence. A report does not necessarily lead to a complaint.

9. Complaint

A complaint is a step taken by a victim to formally report a situation of sexual violence to an educational institution or a police department. An administrative complaint aims to recognize and to take action against an act of misconduct or sexual violence. Also, a police complaint implies the possible commission of a criminal offense.

The Single Point of Contact is described in section 6 of the Policy.

11. Relationship of Authority or Power

The relationship of authority or power exists between two individuals who occupy different hierarchical levels in the organization. For example, the relationship that exists between a superior and a member of his/her team or a teacher-student relationship.

12. Helping Relationship

The helping relationship is a therapeutic relationship and refers to the psychological and professional support of a person in distress. It includes the relationships established with psychologists, psychotherapists, counselors and adapted service technicians, social workers, and school workers, including school staff.

13. Intimate Relationship

An intimate relationship includes both romantic and sexual relationships.

14. Teaching Relationship

The teaching relationship can be understood as "all the phenomena of exchange, reciprocal influence, actions and reactions between teachers and students" (Weigand and Hess, 2007, p.1). This relationship has the function of training, learning and teaching (Marsollier, 2004)¹⁸.

This definition includes relations between a student and teacher, but also with any person contributing to the acquisition of knowledge or skills by the learner (tutor, a technician in practical work, etc.).

15. Management Staff

A person who performs a function in an organization or company and has decision-making powers.

¹⁷ This Policy does not affect the obligation of any person to report to the Director of Youth Protection any situation that endangers the safety or development of the child within the meaning of the Youth Protection Act (RLRQ, P-34.1).

¹⁸ This definition is taken from the Cégep de l'Outaouais Student Management Complaint Procedure.

16. Staff Member

A person employed in a department, an individual in a situation of work in an establishment, or in a company¹⁹.

17. Subcontractor

A person who undertakes to perform all or part of a work subcontracting the production of a good or service²⁰.

18. College Community

Anyone studying or working at Canada College, including employees and volunteers.

3. OBJECTIVES

The objectives targeted by the Policy are the following:

- i. to comply with the relevant legislative and regulatory provisions;
- j. ensure a healthy and safe environment for the college community;
- k. establish the roles and responsibilities of the individuals in the college community;
- l. strengthen actions to prevent and counter sexual violence;
- m. put in place preventative measures and safety measures;
- n. supervise social activities, even those outside the campus;
- o. establish the procedures for handling complaints, reports disclosures;
- p. establish effective and responsive procedures considering the size of the College and its available resources.

4. RESPONSIBILITIES

The Policy to Prevent and Combat Sexual Violence is an institutional policy. It concerns all the staff of the College as well as all the student body, the subcontractors and the internship trainees.

All members of the college community must:

- read this Policy and take ownership of its content and responsibilities;
- respect the Policy;
- participate in the mandatory training and prevention activities organized in connection with the Policy;
- recommend anyone wishing to give or obtain information from the Single Point of Contact;

¹⁹ This definition was taken from the Larousse dictionary :

<https://www.larousse.fr/dictionnaires/francais/personnel/59815>

²⁰ This definition is taken from the *grand dictionnaire de l'Office de la langue française* :

http://www.granddictionnaire.com/ficheoqlf.aspx?id_fiche=8872490

- to report, as soon as possible, to the Single Point of Contact, any incident of sexual violence that they witness;
- cooperate in investigations of sexual violence, keeping in mind potential conflicts of roles or interests.

Some members of the college community have additional roles and responsibilities, including :

Management Staff:

- supervise the application of this Policy;
- attend statutory training sessions offered by the College;
- ensure accountability as intended in the Policy and the Act;
- support staff members that are expected to intervene;
- assume any other responsibility entrusted by the College.

The prevention of sexual violence is both an individual and collective responsibility. In this sense, every person, student or worker in this establishment has a responsibility in that regard.

The Director of Studies is responsible for the application of the Policy and its update.

The College, in the application of the Policy, must:

- h. create a committee to prevent and counter any form of sexual violence;
- i. take necessary measures to prevent sexual violence to ensure a safe environment;
- j. create a resource for confidential reporting of incidents of sexual violence (Single Point of Contact);
- k. offer a support service for those involved;
- l. establish a procedure for receiving, analyzing and handling complaints;
- m. provide mandatory training for students and staff;
- n. provide adequate training to committee members and support staff to prevent and respond to all forms of sexual violence.

5. SCOPE OF POLICY

This Policy applies to all members of the college community, as well as any other person associated with the College or the college community, such as contractors, subcontractors, internship trainees, etc.

This Policy is enforced at the College as well as any other training or internship establishment in connection with the College, whether on or off-campus.

This Policy also applies to off-campus educational, social, cultural or sporting activities organized by members of the college community such as orientation activities, student trips, beginning or end of session parties, student events, etc. It also applies to online activities between members

of the college community, except personal meetings between members of the college community.

The Policy also applies to any situation that may hurt the academic progress or work environment of a member of the college community.

Any other situation will be directed to the appropriate resources.

6. SINGLE POINT OF CONTACT

The Single Point of Contact is a sexual violence prevention and response resource created by the College to receive anyone wishing to transmit information or requiring support in connection with a sexually violent incident.

The Single Point of Contact is managed by the Registrar. This resource can be used at any time at the following email: violencessexuelles@collegecanada.com, by telephone at (514) 994-0554, or in person at the Registrar's office according to the Registrar's work schedule.

Every person in the college community is entitled to use this resource if necessary.

It is important to emphasize that the mandate of the Single Point of Contact is to receive individuals and support them in the process while not conducting administrative or disciplinary investigations.

6.1 Roles and Responsibilities

- k. Receive individuals that want to make a complaint and ensure that they understand their rights and the various options as stated in the Policy.
- l. Inform the complainants of their rights, as well as the process and possible steps following the complaint. Recall the employer's legal responsibility to ensure a safe working environment free of all forms of sexual violence.
- m. Judge the compliance of the complaint and verify if the situation addressed in the complaint is covered by the Policy, meaning that it corresponds with the definition of sexual violence as stated in the Policy. If the complaint is found to be non-compliant, recommend the appropriate authorities for the situation presented.
- n. Support the complainants in the protection of their interests.
- o. Identify with the complainant the type of action they wish to undertake.
- p. Ensure that the complainant has psychological and technical support for the realization of the actions selected.
- q. Assist these individuals in formulating their complaint and preparing their files.
- r. Accompany complainants, if so desired, during meetings with the Director of Studies, the Inquiry Committee of the Committee to Prevent and Counter Sexual Violence, an external investigation committee or any other meeting relating the complaint process.
- s. Assess, if necessary, with the Director of Studies if immediate corrective measures need to be taken for the protection and security of the complainant.

- t. Write and submit an annual report to the Committee to Prevent and Counter Sexual Violence as well as to the sexual violence resource personnel. The report should typically include the following information:
- awareness, information and training activities to prevent violence and harassment;
 - an anonymous compilation of all data or statistics relating to sexual violence, whether the situation led to a formal complaint or not;
 - recommendations to improve the scope and effectiveness of the Policy to Prevent and Combat Sexual Violence.

The intervention period is applicable and this offer of service may not exceed seven (7) days.

The partial nature of the role of the resource personnel means that they cannot in any way act as mediators.

7. STANDING COMMITTEE TO PREVENT AND COUNTER SEXUAL VIOLENCE

The mandate, the roles and the responsibilities of the Committee to Prevent and Counter Sexual Violence are carried out by the committee members.

7.1 Composition

The committee is composed of:

- The Director of Studies;
- The Registrar;
- A non-executive staff member (Teachers or others);
- A member of the student population.

Equitable representation of men and women is desirable. The Director of Studies coordinates all the work of the committee. The selection of the members is based on defined criteria, particularly in regards to the profile and expertise of the individual.

7.2 Roles and Responsibilities

- k. Prepare an annual work plan.
- l. Propose necessary means for the correct application of the Policy.
- m. Suggest means of prevention, in particular by analyzing the risk factors of the establishment.
- n. Sensitize the students and staff of the College to prevent sexual violence.
- o. Identify the sexual violence resource personnel.
- p. Ensure the distribution and circulation of the Policy.
- q. Evaluate training needs for those involved in the application of the Policy and plan.

- r. Recommend, depending on the situation, individuals likely to act as mediators. These individual may be staff members of the College or outside of the College.
- s. Receive the annual report.
- t. Propose amendments to the Policy and ensure that it is updated. The committee must establish a process to ensure that all groups within the College's community (student body, management, staff, etc.) are consulted during the development or revision of the Policy.

Sexually violent behavior may be punishable. However, in no case is the determination of the sanctions, as well as the decisions relating to their implementation, considered by the committee.

8. COORDINATION OF THE COMMITTEE TO PREVENT AND COUNTER SEXUAL VIOLENCE

The Director of Studies will be in charge of the coordination of the Committee. They will be responsible for the proper implementation of the procedures addressed in this Policy.

8.1 Roles and Responsibilities

- l. Form an Inquiry Committee of two (2) people and use an external resource when required.
- m. In particular circumstances, partner with a neutral third party to make an informed decision.
- n. Submit complaints received to the Inquiry Committee for analysis.
- o. Ensure that complaints are handled in an effective and impartial manner, per the rights of the individual concerned and of the College's Policy.
- p. Evaluate whether the protection and safety of complainants require immediate corrective action.
- q. Appoint a mediator, drawing on the Committee's recommendations and the individuals concerned.
- r. Receive the report of the Inquiry Committee and forward it to the relevant administrative authorities.
- s. Apply the various procedures for keeping records.
- t. Call on Committee members and sexual violence resource personnel when deemed necessary.
- u. Convene with the Committee when necessary.
- v. Write a report for each Committee meeting.
- w. Ensure that tools are put in place to inform and educate the college community to prevent sexual violence.

9. INQUIRY COMMITTEE

The Committee to Prevent and Counter Sexual Violence forms the Inquiry Committee. It consists of two (2) people who have no conflict of role or interest.

9.1 Roles and Responsibilities

- e. Meet the individual(s) who are the subject of a complaint. Inform them of the content regarding the complaint and explain the procedures in accordance with the nature of the intervention desired by the complainant, either mediation or investigation.
- f. Apply the procedures specified in the Policy to Prevent and Combat Sexual Violence.
- g. Follow up with the Director of Studies throughout the process.
- h. Complete the Inquiry report and transmit it to the Director of Studies.

10. MANAGEMENT

When a complaint concerns the Director of Studies, Management assumes the roles and responsibilities assigned to the Director of Studies.

11. THE PRESIDENT

When a complaint concerns the Director of Studies as well as Management, the President assumes the roles and responsibilities assigned to the Director of Studies. If necessary, the President may call upon members of the Committee to help through the process.

12. THE MEDIATOR

The Director of Studies, responsible for the Committee to Prevent and Counter Sexual Violence, identifies, depending on the situation, who can act as a mediator. The chosen mediator can be part of the staff of the College or by an outside party. Unless mutually agreed by both parties, it is preferable that the mediator not be a part of the Inquiry Committee for said complaint.

12.1 Roles and Responsibilities

- d. Meet separately with the individuals involved.
- e. Transmit the proposed agreements to the individuals concerned.
- f. Write a report of the results of the mediation to the Director of Studies.

13. DURATION OF MANDATES

The mandate of members of the Committee to Prevent and Counter Sexual Violence is for one (1) year duration and is renewable. These individuals are automatically admitted by the Director of Studies. The duration of the mandate of the sexual violence resource personnel is renewable annually.

14. PROHIBITIONS

It is prohibited:

- d. to display any form of sexual violence against a member of the college community;
- e. to retaliate against any individual who lodges a complaint or reports or discloses an act of sexual violence;
- f. to maintain an intimate relationship with a student of the College without respecting section 15 of the Policy.

15. PROCESS OF RECEIVING AND HANDLING A DISCLOSURE, A REPORT OR A COMPLAINT OF SEXUAL VIOLENCE

Anyone involved in the complaint process, even as an observer, must commit to maintaining the confidentiality of the information by signing a confidentiality form.

Anyone wishing to transmit information relating to a breach of this Policy, a report, a disclosure or a complaint (hereinafter, information) in regards to a member of the college community may do so through the Single Point of Contact.

This service can be reached at the following email address: violencessexuelles@collegcanada.com, by telephone at (514) 994-0554, or in person, at the office of the Registrar according to the Registrar's work schedule.

Upon the reception of information, the Single Point of Contact will make sure to listen to the individual concerning the situation and provide psychosocial support, accompaniment measures as well as referrals to specialized services to those who express the need. Also, the Single Point of Contact will assess with the Director of Studies, Management and the individuals concerned, the accommodation measures to be implemented, including measures to protect the individuals concerned against reprisals, if necessary.

The College undertakes to respond to any request as soon as possible, without exceeding 7 (seven) days.

Process of Handling a Disclosure, Report or Complaint

This process applies to the information received through the Single Point of Contact. So in the event of a complaint made to external resources (police, social workers, etc.), the information may not be transmitted to the Single Point of Contact. To ensure the effectiveness of the measures put in place for the individuals who need them, we stress the importance of notifying the Single Point of Contact regarding any incident of sexual violence.

The Single Point of Contact is engaged in collaborating with external parties only with the consent of the individual who provided the information.

Process of Handling a Disclosure or Notification

When a Single Point of Contact member receives a Disclosure or Report, they must first meet the victim and listen to what they have to say.

Then, the Single Point of Contact member assesses the situation and selects the appropriate intervention with the input of the victim. This intervention can take on multiple forms:

- implementation of accommodation measures;
- remedial measures (for example, a mediation between the victim and the individual implicated) and coaching (counseling);
- intervention in the work or school environment;
- referencing, support and transmission of information to the victim;
- filing a complaint;
- etc.

The appropriate intervention may include many of the elements described above. The measures put in place can be maintained, modified or stopped throughout the process.

Once the intervention has been chosen and the required accommodations targeted, the Director of Studies will meet with the individual to inform them of the chosen intervention.

In all cases, the victim may terminate the process if he or she wishes.

In addition, the Single Point of Contact staff will be able to make an assessment of the situation and make some recommendations to prevent a similar situation from happening again. It is crucial to ensure the confidentiality of victims; therefore, the recommendations should be made with this in mind, for example, through anonymous information.

A follow-up will be done with the victim by the Single Point of Contact to ensure that the situation is resolved. If not, a complaint may be filed.

It is possible that a notification evolves over time to a formal complaint.

Process of Handling a Formal Complaint

During the investigative process, either party may be accompanied by a person of their choice, who has the role of support and observation during the investigative interviews. This person is bound by confidentiality and may not act as a witness for the purpose of the investigation.

The handling of a complaint starts with the filing of a complaint at the Single Point of Contact either on the form provided for this purpose, in writing by the complainant or by the staff of the Single Point of Contact.

The process can be terminated at any time if the complainant wishes.

If not already completed, an analysis of the situation should be conducted, together with the complainant, to identify the appropriate mitigation measures. The measures will be in place

until a decision is made following the investigation. These measures can take many forms, including:

- creating accommodation for the alleged victim or witness;
- remedial measures (for example, mediation between the victim and the defendant);
- intervention in the environment;
- reference, support and transmission of the information to the victim;
- filing a complaint;
- etc.

Once the targeted accommodation measures have been decided, the Single Point of Contact staff member meets with the appropriate authorities to share them and discuss the process for their implementation.

Once the accommodation measures have been implemented, the Single Point of Contact staff member will validate with the complainant whether or not to continue the process.

The compliance of the complaint, with the scope of the Policy is evaluated by the Single Point of Contact. The complaint is then forwarded to the Committee to Prevent and Combat Sexual Violence so that the admissibility of the complaint can be assessed. It is then forwarded to the Inquiry Committee. The complaint may also be forwarded to an investigator (external or internal). If the complaint is non-admissible, the Single Point of Contact will advise the complainant in writing the reasons as to why the complaint was inadmissible. This does not affect the services provided by the Single Point of Contact.

If the complaint is found inadmissible under this Policy, the Single Point of Contact will guide the complainant through conflict management intervention or provide other means to resolve the situation.

This process can be terminated at any time. If the individual wants to maintain the complaint the College will investigate. The individual who submitted the complaint will be notified of the identity of the person who is conducting the investigation.

The findings of the investigation will be forwarded to the Director of Studies, the complainant and the individual who is being investigated.

Management will issue a decision in light of the investigative report. The individuals concerned will be notified of this decision.

The follow-up of the application of the measures taken will be done by the individuals concerned as stated in the previous paragraph.

In any case, complaints received at the Single Point of Contact will have to be processed within 90 calendar days.

16. PREVENTION, AWARENESS AND EDUCATIONAL MEASURES TO COUNTER SEXUAL VIOLENCE

It is important to focus these measures on stopping potential perpetrators of sexual violence and not on the victims.

In order to make the phenomenon of sexual violence known and to talk about, as well as to become aware of it and counteract it, the College organizes and offers awareness-raising, prevention and training activities to members of the college community.

These activities are adapted to the different roles in the college community such as the students, teachers, staff, etc.

16.1 Prevention and Awareness Measures

Awareness and prevention activities include campaigns, conferences, online and print resources, booths and workshops. These activities explore a range of topics related to sexual violence such as the different types of sexual violence, the concept of consent and other legal information, the culture of rape, aid resources, the relationship between alcohol consumption and sexual violence, etc.

During social events organized by the College, the college community and the organizers must ensure that the required preventative measures are put in place. These measures will need to be agreed with by the Single Point of Contact staff prior to the event.

An annual plan of the activities respecting the above criteria will be developed each year by the Single Point of Contact staff and given to the Director of Studies.

An annual campaign aiming to create awareness and educate the college community concerning all forms of sexual and gender-based violence as well as the process for disclosure or submitting a report will be put together.

An assessment of the impact, effectiveness and relevance of the various measures, including those of prevention and awareness, should regularly be made using participation questionnaires.

16.2 Training

The purpose of conducting training activities is to ensure that all members of the college community have the necessary knowledge and reflexes to prevent or respond to situations of sexual violence and make sure that victims are assisted, supported and quickly directed to the appropriate specialized resources.

This training can be offered in different forms: peer training, workshops, conferences, podcasts, in-class or online courses, etc. These trainings can also be given to the students at different times during the year, either at the time of admission or during the course of their study period.

The length and topics covered may vary according to need and will be determined with the help of the Permanent Committee.

This training can be delivered by external parties or by the specialized resources of the College.

In its work plan, the Single Point of Contact will provide at least one mandatory training activity for the student body and one mandatory training for the management, staff, respective union and association representatives as well as student association representatives.

Training for Management Staff and Representatives

Training will be especially offered for the following subjects:

- Policies, issues, theory, resources, how to handle a notification;
- Possibility of training for «bystanders» in other words, active witnesses;
- Mandatory annual screening for raising awareness in regards to sexual violence;
- Recognition of situations and contexts most at risk for sexual violence;
- The code of conduct and the supervision of intimate relationships between staff and members of the student community.

16.3 Security Measures to Counter Sexual Violence

The College periodically monitors the security of the premises concerning, amongst other things, lighting, door locks, surveillance on the premises, cybersurveillance and video surveillance.

Any related comments can be sent to the Director of Studies at any time, in person, by telephone or by email.

16.4 Rules Regarding Social or Orientation Activities

This Policy applies to any social or orientation activity organized by the College, by a member of the staff or management regardless of where the activity takes place.

The organizers of such events must ensure compliance with this Policy during the event.

In addition to the orientation day activities, awareness information will be available on the first day of classes with posters, resources and Single Point of Contact information as well as responsible drinking consumption information.

The person or the group responsible for the organization will be advised of the rules to respect as well as possible sanctions applicable to the breach of said rules or current Policy.

16.5 Measures Applicable to Intimate Relationships Involving a Teaching Relationship or a Relationship of Authority or Power

Concerning the rules governing the intimate relations between a staff member having a relationship of authority, pedagogical or aid, the College applies them as follows:

The College believes that an intimate relationship between a member of the staff and a student of the college goes against the educational mission of the College. Thus, staff should refrain from such relationships.

Any intimate relationship between a staff member who is, or may reasonably be in the future, in a relationship of authority, a helping relationship or a teaching relationship with a student should be avoided.

If the relationship exists before the admission of the student or the hiring of the staff member at the College, a statement must be completed by the staff member, signed by both parties and submitted to the Director of Studies as soon as possible.

If an intimate relationship develops during a teaching relationship, a helping relationship or a relationship of authority, the member of the staff involved must declare to the Director of Studies, as soon as possible, the existence of the relationship so that measures can be taken in order to avoid any pernicious influence in the academic process, real or apparent. These measures may include, for example, the transfer of the student into a group or course given by another teacher, the correction of the work by another teacher, the assignment or transfer of the student to another teacher and other measures.

16.6 Confidentiality and Communication of Information Necessary for a Person's Safety

The person that receives the information at the Single Point of Contact must keep it confidential, except with the express or implied authorization of the person who provided the information, if the law orders it, by an express provision, to prevent an act of violence including suicide and when it has reasonable grounds to believe that an imminent danger of death or serious injury is threatening an identifiable person or group in accordance with this Policy.

When the information concerns a minor, the person receiving the information has the obligation to report it to the Director of Youth Protection (DYP) as soon as possible.

The information may only be disclosed to the person it may be directed to, as well those who will be aiding them throughout the process. Thus, the confidential information and personal information can only be disclosed to an individual if it is personally relevant to the individual, including the complainant.

During the process of a report, disclosure or complaint, the person who filed the information must be informed of the outcome of the process. The same information is transmitted to the person concerned.

If the College decides to impose sanctions on the person who is the subject of a complaint, the sanction and the nature of the sanction will not be disclosed to the person who made the complaint. This is confidential information that must be protected under the *Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information*.

In any case, the person transmitting the information may disclose only what is necessary during any communication. This communication should be done by the Director of Studies.

The members of a professional order must make sure to respect their code of ethics.

Depending on the severity or repetition of the information received, whether or not there is a formal complaint, the Single Point of Contact staff can transmit anonymous information to the competent authority so that appropriate intervention can be put in place. Anything that identifies individuals who have provided information must be kept strictly confidential.

16.7 Measures to Protect Against Reprisals

The College undertakes to put in place measures to protect the individuals who submit a complaint, notification or disclosure, or the person who has provided information about retaliation from the college community. For the purposes of this Policy, threats of retaliation are considered retaliation. Retaliation may also occur before the start of the complaint, report or disclosure process.

Retaliation can take many forms and none of them will be tolerated. Such actions will be considered a severe breach of this Policy and will be sanctioned per this Policy.

The person who is the subject of a complaint will be advised that no retaliation against the person who has reported a problem or submitted a complaint will not be tolerated and, if so, it will be taken into account during the assessment of the complaint and the applicable sanctions, if any.

16.8 Sanctions Applicable in the Case of Non-Compliance with the Policy

Failure to comply with this Policy may result in administrative and/or disciplinary action, including dismissal and/or expulsion. The nature, gravity and repetitive nature of the alleged acts must be considered when retaining a sanction.

As part of its contractual relationship with a third party, the College may terminate any contract without notice for non-compliance with this Policy. The Policy will be presented to all third-party contractors with the College and they must undertake to comply with it.

In the event of breaches of the Policy or the law by a person from an internship environment, this person may be excluded from the list of approved internship partners.

17. ENFORCEMENT AND REVISION

17.1 Entry Into Force

This Policy is adopted by the Board of Directors and comes into force on the day of its adoption. It replaces and repeals any previous policy. The various measures included in this Policy will be implemented as of August 9, 2019, except mandatory training, which will be held starting August 23, 2019.

17.2 Policy Review Procedures

This Policy will be reviewed every five (5) years, unless there is a change requiring revision, and sent to the Minister (section 9 of the Act).

18. TRANSMISSION OF THE POLICY

This Policy will be made available to all members of the college community and the public (including all subcontractors and internship partners) through the Single Point of Contact and the Director of Studies.

The Policy will be distributed to all the College's staff as soon as it is adopted and to all new employees when they are hired.

19. ACCOUNTABILITY PROCESS

In accordance with the law, the College evaluates the application of this Policy in its annual report. This accountability must include the following elements:

7. the prevention and awareness measure created including the training activities for the student body;
8. training activities of management, staff members and representatives of student associations;
9. the active security measures;
10. the number of complaints and notifications received and their processing times;
11. the interventions made and the nature of the sanctions applied;
12. the consultation process used in the development or amendment of the Policy.

APPENDIX 1: AVAILABLE SUPPORT RESOURCES

CANADA COLLEGE		
Single Point of Contact	violencessexuelles@collegecanada.com	(514) 994-0554
General Manager <i>Cyrus Shany</i>	cyrus@collegecanada.com	(514) 994-7976
Director of Studies <i>John-David Couturier</i> <i>(Academic Department)</i>	jdcouturier@collegecanada.com	(514) 868-6262

EXTERNAL		
CAVAC	https://cavac.qc.ca/	(514) 277-9860
Info-Santé		811
Interligne <i>(Gender and sexual diversity)</i>	www.interligne.co/clavardage	No fees : 1 888 505-1010 Texts : 1 888 505-1010
Secrétariat à la condition féminine	http://www.scf.gouv.qc.ca/index.php?id=115	1-888-933-9007
Police		911

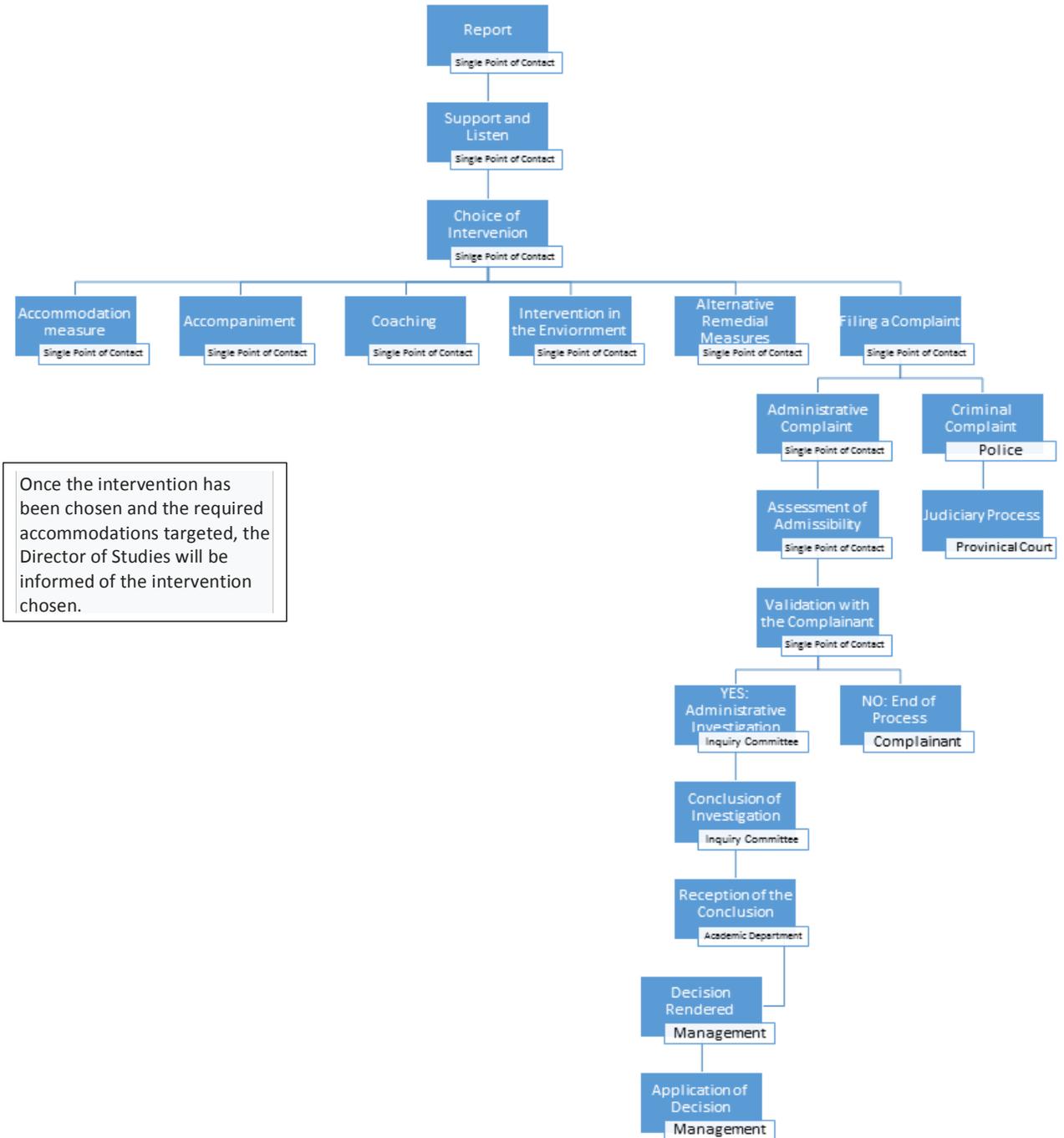
Additional References:

This Policy and its appendices have been inspired and designed from the following sources:

- The ***Politique visant à prévenir et à contrer les violences à caractère sexuel*** of Cégep de Baie-Comeau (November 2018);
- The ***Politique visant à prévenir et à combattre les violences à caractère sexuel*** of Cégep de Rimouski;
- ***The Policy on Sexual Harassment*** of Trebas Institute;
- the ***Guidebook for Higher Education Institutions*** (Development of the Policy Prescribed by the Law to Prevent and Combat Sexual Abuse in Higher Education Institutions).

APPENDIX 2: PROCESS OF A REPORT OF COMPLAINT

Warning: The process can be terminated at any time if the individual who submitted the report of complaint wishes. (Art.15)



Once the intervention has been chosen and the required accommodations targeted, the Director of Studies will be informed of the intervention chosen.