

B PRO DOG GROOMING ACADEMY **SEXUAL VIOLENCE AND HARRASMENT POLICY**

PURPOSE:

B-Pro Dog Grooming Academy has zero tolerance for sexual violence or harassment of any kind. This policy is being implemented so all members of B-Pro Dog Grooming Academy can study and work in an environment free from Sexual Violence, including Sexual Assault and Sexual Harassment.\

APPLICATION:

This policy applies to all students and staff of B-Pro Dog Grooming Academy.

CONTACT INFORMATION:

Reporting's of sexual violence and/or questions and concerns regarding support and services can be addressed to the following individual of B-Pro Dog Grooming Academy:

Barbara Hodgkinson,
Instructor
23 Conservation Drive, Unit 5, L6Z 4R3
Telephone: 905-840-0499

DEFINITIONS:

1. Sexual Harassment:

A course of unwelcome, humiliating, and/or embarrassing comments of a sexual nature, persistent or abusive sexual solicitation or advances directed at an individual based on sex, sexual orientation, gender identity or gender expression, by another individual or group who knows, or ought reasonably to know, that this attention is unwelcome; any solicitation or advance which is known, or ought reasonably to be known to be unwelcome, humiliating and/or embarrassing made by an individual who is in the position to confer or deny a benefit; and /or any reprisal or threat of reprisal, for refusing to comply with an implied or expressed sexual solicitation or advance. Sexual harassment also includes:

- a. stalking or unwanted and repeated direct or indirect communication, including emails, gifts, letters or notes
- b. indecent exposure;
- c. voyeurism;
- d. display of sexually suggestive pictures, posters, objects or graffiti;

- e. unwanted behaviours or comments that fetishize perceived personal characteristics such as gender, sexuality, ethnicity, and/or race, age, or size etc.
- f. any of the behaviours described here when these behaviours are displayed or communicated on any form of social media or other electronic media.

2. Sexual Violence:

These include in-person and digital/cyber actions. This violence takes different forms including, but not limited to, sexual abuse, sexual assault and sexual harassment. Acts of Sexual Violence can also include, but are not limited to:

- a. distribution of intimate images without consent;
- b. coercion of another person's sexuality by physical or psychological intimidation;
- c. removal of or failure to use a condom during intercourse without consent;
- d. denial of another person's sexual decision-making rights.
- e. retaliation or threats by an individual as a result of their sexual advances not being accepted.

3. Sexual Assault:

Any form of sexual contact without consent. Sexual assault includes, but is not limited to, unwanted kissing, fondling, touching, disrobing, oral or anal sex, vaginal intercourse or other forms of penetration. It also includes inducing intoxication, impairment or incapacity for the purpose of making another person vulnerable to non-consensual sexual activity.

POLICY:

- 4. B-Pro Dog Grooming Academy is committed to investigating incidents and complaints of Sexual Violence involving students and/or staff in an efficient, thorough and timely manner.
- 5. Sexual Violence can occur between individuals regardless of gender, sexual orientation, gender identity, or relationship status pursuant to the *Ontario Human Rights Code*
- 6. Any member of B-Pro Dog Grooming Academy who has witnessed or who has knowledge of an incident of Sexual Violence perpetrated against another member of B-Pro Dog Grooming Academy is encouraged to report such incident.
- 7. The incidents shall be reported in writing to the person of authority at B-Pro Dog Grooming Academy, which is listed above under Contact Information. This person of authority shall take immediate action to respond and/or prevent Sexual Violence from occurring. B-Pro Dog Grooming Academy will appropriately accommodate the students reporting sexual violence. Any other agents that may be involved in the decision making process shall be the Human Resources Department. Upon a complaint being submitted to the person of authority, he/she will complete the following measures forthwith:

- a) Determine whether the incident at hand should be reported to local authorities;
 - b) Determine whether an investigation should proceed;
 - c) Determine what interim measures ought to be put in place pending any investigative process, such as removal of the accused;
8. A complaint of sexual assault or any kind of Sexual Violence can be filed under this policy by any member of B-Pro Dog Grooming Academy. Any instructors or staff, or other employees of B-Pro Dog Grooming Academy will report incidents of or complaints of sexual violence to the individual listed under the Contact Information section of this Policy.
9. The student is not required to report an incident of, or make a complaint about a sexual violence to obtain support and services or to properly be accommodated by B-Pro Dog Grooming Academy.
10. B-Pro Dog Grooming Academy will seek to achieve procedural fairness when dealing with all complaints. No disciplinary action will be taken as against a person without their knowledge where there is an alleged breach of this Policy. Reasonable notice will be given with full detail of allegations, and they will be given the opportunity to answer to the allegations.
11. If students in good faith, report an incident of, or make a complaint about sexual violence, they will not be subject to discipline or sanctions for violations of the private career college's policies relating to drug or alcohol use at the time the alleged sexual violence occurred.
12. Any student who discloses their experience of sexual violence through reporting an incident of, making a complaint about or accessing supports and service for sexual violence, will not be asked irrelevant questions during the investigation process by the private career college's staff or investigators, including irrelevant questions with respect to the student's sexual expression or past sexual history.
13. The person who made the complaint has the right to withdraw their complaint at any point during the complaint process. If the complainant discloses or files a Sexual Violence complaint with B-Pro Dog Grooming Academy that is not supported by evidence gathered during an investigation, that complaint will be dismissed.
14. The victim of a sexual violence incident or complaint may choose not to request an investigation by the private career college, and has the right not to participate in any investigation that may occur.
15. A party to an investigation or decision-making process has the right to have a person present with him or her at every stage of the process.

16. B-Pro Dog Grooming Academy respects the confidentiality of all persons by restricting access to such information. Confidentiality cannot be assured in the following circumstances:

- An individual is at imminent risk of self-harm
- An individual is at imminent risk of harming another and/or
- There are reasonable grounds to believe that others within B-Pro Dog Grooming Academy may be at risk or harm.

If such circumstances arise, no names will be released to the public.

17. Subject to the above listed in paragraph 16, B-Pro Dog Grooming Academy will ensure that all information gathered in a reported complaint, will only be available to those who need to know for the purposes of the investigation. B-Pro Dog Grooming will ensure that all documents and records are kept in a wholly separate area from that of the student/member.

18. Any complainant of Sexual Violence is, and will be, strongly encouraged to report any such incident to the local police authorities, as any investigation and/or review conducted by B-Pro Dog Grooming Academy is not intended, nor can it, replace a criminal investigation conducted under the auspices of a local police authority.

19. Upon the initiation of an investigation, the career college, will take the following steps in their investigative process:

- b) A thorough interview will take place between all parties subject to the investigation, including witnesses, where additional information may be gathered and a complete description of the incident can be recorded;
- c) The person on whom the complaint was made against, will have an opportunity to respond to such allegations;
- d) B-Pro Dog Grooming Academy will provide all parties relevant to the investigation any status updates of the investigation where appropriate;
- e) The person of authority, listed above in the contact information of this policy, will review all evidence, come to a determination and take the appropriate disciplinary action, as referenced in paragraph 21 of this policy.

20. If B-Pro Dog Grooming Academy, through their investigation, determines that sexual violence did in fact occur, the immediate corrective action will be taken, which may include, but is not limited to:

- f) Expulsion of student;
- g) Termination of employment of instructors or staff, or
- h) Any other actions that may be appropriate in the given circumstances.

21. Should the student/member of B-Pro Dog Grooming Academy disagree with the decision made by the career college, they have a opportunity to appeal such decision, within 15

days of the date of the decision by the means of submitting a letter addressed to the contact, listed in the Contact Information section of this Policy, advising of their intent to appeal.

22. Any individual who retaliates or threatens to retaliate against the person whom submitted the complaint is subject to any corrective or disciplinary action, including expulsion or termination, and is complete violation of this Policy.

23. If you are struggling with any issues in relation to sexual violence, there are resources throughout our community that can help assist, please see the list below of centres and websites that can service you if you so wish to do so:
 - a) Peel Region's Hope 24/7 Sexual Assault Crisis Line: 1-800-810-0180
 - b) Victim Services of Peel: <https://vspeel.org/>
 - c) Roots Community Services: <https://rootscs.org/womens-program>
 - d) Every Mind- Mental Health Services for you: <http://everymind.ca/>