

CWB GROUP

(CWBI Private Career College)

POLICY NUMBER: (CWBI – PCC -H/2.0)
SUBJECT: HARASSMENT

POLICY STATEMENT:

All career college students of the CWB Group have a right to study in an environment free of sexual violence. The CWB Group is committed to providing our students with an educational environment free from sexual violence and will treat all students who report incidents of sexual violence with dignity and respect.

Sexual violence is any sexual 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.

Where a complaint has been made, under this policy, the CWB Group will take all reasonable steps to investigate it, including as follows:


- Provide on campus investigation procedures to students for sexual violence complaints
- Respond promptly to any complaint and provide reasonable updates to the complainant and the respondent about the status of the investigation
- Assist students who have experienced sexual violence in obtaining medical counselling and medical care
- Provide students who have experienced sexual violence with appropriate academic and other accommodation
- Provide students who have experienced sexual violence with information about reporting options

Reporting and Responding to Sexual Violence

Students and faculty of the CWB Group will take all reasonable steps to prevent sexual violence involving our students on our campus or at student events by reporting immediately any incident of sexual violence to the CWBI Director. Every effort will be made to keep all information that is disclosed confidential except in those circumstances it believes an individual is at imminent risk of self-harm or that there is reasonable grounds to believe that others are at risk.

Revisions:

- Added reference to sex, sexual orientation, gender identity or gender expression in Policy Statement

Originators: C. Mather HR Director D. Yantz CWBI Director	Approved by:  Douglas R. Luciani President	Approval Date: April 10, 2017	Ref. Proc: Administrative H/2.0
		Previous Approval: N/A	Rev. # 0

The CWB Group recognizes the right of the complainant to determine how their complaint will be dealt with, however, in certain circumstances, the CWB Group may be required by law to initiate an internal investigation and/or inform the policy without the complainant's consent, if it believes the safety of its students or the broader community is at risk.

Investigating Reports of Sexual Violence

A complaint of sexual violence may be filed under this policy by any student of our college to the Director, CWBI in writing.

Upon a complaint of alleged sexual violence being made the Director, CWBI, will initiate an investigation that includes the following:

- Determine whether the incident should be referred to the policy immediately
- Determine what interim measures, if any, need to be taken during the investigation
- Meet 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
- Interview the complainant, any person involved in the incident and any witnesses
- Inform the respondent of the complainant, provide details of the allegations and give the respondent an opportunity to respond to those allegations
- Provide reasonable updates to the complainant and the respondent about the status of the investigation
- Determine what disciplinary action, if any, should be taken

Disciplinary Measures

If it is determined by the CWB Group 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 expulsion of a student.


In cases where criminal proceedings are initiated, the CWB Group will assist police agencies, lawyers, insurance companies and courts to the fullest extent. 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 expulsion of a student. 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, provide information related to a complaint or otherwise been involved in the complaint investigation process.

Support Resources

Canadian Association of Sexual Assault Centres

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See Appendix 1 on page 3 for support resource contacts.

Appendix 1 Support Resources

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

Français

Fem'aide

Telephone toll-free: 1-877-336-2433

ATS: 1 866 860-7082

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://sadvtreatmentcentres.ca/en/view.php?key=42&menu=37&lang=en>

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