

# **TRI-COUNTY TRAINING**

480 Waydom Drive

Ayr, ON N0B 1E0

519-653-1700 or 1-800-265-0400

## **Tri-County Vocational Driver Training Schools Inc.**

### **Sexual Violence Policy**

#### **1. Purpose and Intent**

This Policy applies to all students of Tri-County Vocational Driver Training Schools Inc. ("Tri-County Training").

This Policy applies to complaints of sexual violence that have occurred on the Tri-County Training campus or during the In-Vehicle portion of the training involving one or more of our students.

All of Tri-County Training's students have a right to study in an environment free of sexual violence. This document sets out our policy on sexual violence involving our students, defines the prohibited behaviors and outlines our investigative process for sexual violence.

#### **2. Objectives**

Tri-County Training is committed to providing our students with an educational environment free from sexual violence and treating those students who report incidents of sexual violence with dignity and respect. To that end Tri-County Training will provide a copy of the policy to our students, and educate them together with our career college management, employees and contractors about this policy and how to identify situations that involve or could progress into sexual violence against our students and how to reduce it. Where a complaint has been made, under this Policy, of sexual violence Tri-County Training will take all reasonable steps to investigate it, including as follows:

- (a) Providing on-campus investigation procedures to students for sexual violence complaints;
  
- (b) Responding promptly to any complaint and providing reasonable updates to the complainant and the respondent about the status of the investigation;
  
- (c) Assisting students who have experienced sexual violence in obtaining counselling and medical care;

(d) Providing students who have experienced sexual violence with appropriate academic and other accommodation; and

(e) Providing students who have experienced sexual violence with information about reporting options;  
Section 9

### **3. Defining Sexual Violence**

This Policy prohibits sexual violence which 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.

### **4. Reporting and Responding to Sexual Violence**

Students, faculty and staff of Tri-County Training will take all reasonable steps to prevent sexual violence involving our students on our career college campus or events by reporting immediately to Tri-County Training's Health and Safety Official, Ron Klicka, if our students have been subject to, or they have witnessed or have knowledge of sexual violence involving our students, or have reason to believe that sexual violence has occurred or may occur which involves our students. Subject to paragraph 5 below, to the extent it is possible, Tri-County Training will attempt to keep all information disclosed confidential 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 on our campus or the broader community are at risk. Tri-County Training recognizes the right of the complainant to determine how a complaint will be dealt with. However, in certain circumstances, Tri-County Training 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 campus or the broader community is at risk.

A complainant seeking accommodation should contact Ron Klicka for more information.

A student that was subjected to sexual violence is **NOT** required to report or make an official complaint about the act in order to obtain access to; or assistance from the services listed in section 9; **Resources**.

### **5. Investigating Reports of Sexual Violence**

A complaint of sexual violence may be filed under this Policy, by any student of Tri-County Training, to our Health and Safety Official, Ron Klicka, in writing. A complainant may ask another person to be present during the investigation.

Upon a complaint of alleged sexual violence being made, Ron Klicka will initiate an investigation, including as follows:

- (a) Determining whether the incident should be referred immediately to police;
- (b) Determining what interim measures, if any, need to be taken during the investigation;
- (c) 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;
- (d) Interviewing the complainant, any person involved in the incident and any identified witnesses;
- (e) Interviewing any other person who may have knowledge of incidents related to the complaint or any other similar incidents;
- (f) Informing the respondent of the complaint, providing details of the allegations and giving the respondent an opportunity to respond to those allegations;
- (g) Providing reasonable updates to the complainant and the respondent about the status of the investigation; and
- (h) Determining what disciplinary action, if any, should be taken.

## **6. Disciplinary Actions**

If it is determined by Tri-County Training 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 staff or expulsion of a student. In cases where criminal proceedings are initiated, Tri-County Training 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 Tri-County Training may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.

## **7. Making False Statements of Sexual Violence**

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 staff or expulsion of a student.

## **8. Retaliation**

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, provided information related to a complaint, or otherwise been involved in the complaint investigation process.

## **9. Resources**

Below lists local and provincial support centres involving sexual violence;

### **Waterloo**

#### **Sexual Assault Support Centre of Waterloo Region**

[www.sascwr.org](http://www.sascwr.org)

**24-hour Crisis Line: 519-253-9667**

**Office: 519-253-3100**

#### **CAMBRIDGE SATELLITE OFFICE**

Sexual Assault Support Centre of Waterloo Region  
the Hub @1145  
1145 Concession Road, Cambridge, ON N3H 4L6  
Office: 519-653-1470 X391

#### **MAIN OFFICE & MAILING ADDRESS**

Sexual Assault Support Centre of Waterloo Region  
300 -151 Frederick St., Kitchener, ON N2H 2M2  
24 Hour Support Line: 519-741-8633  
Office: 519-571-0121  
Fax: 519-571-0522  
Email: [info@sascwr.org](mailto:info@sascwr.org)

### **Guelph-Wellington**

#### **Guelph-Wellington Woman in Crisis**

38 Elizabeth St, Guelph, ON N1E 2X2

[www.gwwomenincrisis.org](http://www.gwwomenincrisis.org)

**24-hour Crisis Line: 519-839-5710 or 1-800-265-7233**

**Office: 519-836-1110**

### **Ontario Wide:**

**Assaulted Women's Helpline:**

**1-866-863-0511**

**Talk4Healing, for Indigenous women:**

**1-855-554-HEAL**

**Support Services for Male Survivors of Sexual Violence:**

**1-866-887-0015**

**Tri-County Training Health and Safety Official;**

**Ron Klicka - 519-653-1700 ext. 307**