



Sexual Violence Policy

Name of Policy

January 21, 2017

Implementation Date

Head Administrator and Campus Manager

Positions Responsible

January 21, 2017

Date of Last Revision

Sexual Violence Policy

THE INSTITUTE OF HOLISTIC NUTRITION is committed to providing its students with an environment free from sexual violence and treating anyone who reports incidents of sexual violence with dignity and respect.

This Sexual Violence Policy defines sexual violence and outlines THE INSTITUTE OF HOLISTIC NUTRITION's policies and procedures for training staff and students, and reporting and responding to complaints of sexual violence made by or involving its students.

Any person(s) accused of engaging in sexual violence will be referred to as the "Respondent(s)" and the person(s) making the allegation as the "Complainant(s)". If this policy conflicts with the any other of THE INSTITUTE OF HOLISTIC NUTRITION policy, the Sexual Violence Policy prevails.

Definition of Sexual Violence

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, sexual exploitation and the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph and video.

Procedures

Training, Reporting and Responding to Sexual Violence

A copy of the Sexual Violence Policy is included with every contract made between THE INSTITUTE OF HOLISTIC NUTRITION and its students. Furthermore, a copy of the Sexual Violence Policy is made available to staff and other employees and THE INSTITUTE OF HOLISTIC NUTRITION contractors. Training is provided regarding the policy and the processes of reporting, investigating and responding to complaints of sexual violence.

The Sexual Violence Policy is available at all of the THE INSTITUTE OF HOLISTIC NUTRITION campuses and are available to students, instructors and staff at any time. Administration, instructors, staff, and any other employees and contractors of THE INSTITUTE OF HOLISTIC NUTRITION will report incidents of or complaints of sexual violence to the Campus Head Administrator or Campus Manager upon becoming aware of them. Students who have been affected by sexual violence or who need information about support services should contact the Head Administrator or Campus Manager directly.

Subject to Section 4 below, to the extent it is possible, THE INSTITUTE OF HOLISTIC NUTRITION will attempt to keep all personal information of persons involved in the investigation confidential except in those circumstances where



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 its campus or the broader community are at risk. This will be done by:

- ensuring that all complaints/reports and information gathered as a result of the complaint/reports will be only available to those who need to know for purposes of investigation, implementing safety or other measures that may be required ; and
- ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent.

THE INSTITUTE OF HOLISTIC NUTRITION recognizes the right of the Complainant not to report an incident of or make a complaint about sexual violence or not request an investigation, and not to participate in any investigation that may occur. Notwithstanding, in certain circumstances, THE INSTITUTE OF HOLISTIC NUTRITION 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. In all cases, including the above, THE INSTITUTE OF HOLISTIC NUTRITION will appropriately accommodate the needs of any student affected by sexual violence. Students seeking support and assistance should contact the Head Administrator or Campus Manager. In this regard, THE INSTITUTE OF HOLISTIC NUTRITION will assist students who have experienced sexual violence to obtain counselling and medical care, and provide them with information about sexual violence support services available in the community. Students are not required to file a formal complaint in order to access support services.

Investigating Reports of Sexual Violence

Under this Sexual Violence Policy, any student of THE INSTITUTE OF HOLISTIC NUTRITION may file a report of an incident or a complaint to the Head Administrator or Campus Manager in writing. Other officials, offices or departments may be involved in any investigation including the Administration Department and/or Program Director.

Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Head Administrator or Campus Manager will respond promptly and:

- determine whether an investigation should take place and if the Complainant wishes to participate in the investigation;
- determine who should conduct the investigation with regard to the seriousness of the allegation and the parties involved;
- determine whether the incident should be referred immediately to the police;

In such cases or where civil proceedings are commenced with respect to allegations of sexual violence, THE INSTITUTE OF HOLISTIC NUTRITION may conduct its own independent investigation and make its own determination in accordance with its policies and procedures; and determine what interim measures ought to be put in place pending the investigation process such as removal of the Respondent.

Once an investigation is initiated, the following will occur:

- the Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation;
- the Complainant will be interviewed to ensure a complete understanding of the allegation and to gather additional information that may not have been included in the written complaint, such as 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;
- the Respondent will be interviewed and informed of the complaint, provided details of the allegations and provided an opportunity to respond to the allegations, including providing any witnesses the Respondent feels are essential to the investigation;



- any person involved or who has, or may have, knowledge of the incident and any identified witnesses will be interviewed;
- reasonable updates to the Complainant and the Respondent about the status of the investigation will be provided ; and

Following the investigation, the Head Administrator or Campus Manager will:

- review all of the evidence collected during the investigation;
- determine whether sexual violence occurred; and if so
- determine what disciplinary action, if any, should be taken as set out in the “Disciplinary Measures” section below.

Disciplinary Measures

If it is determined by THE INSTITUTE OF HOLISTIC NUTRITION that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include:

- disciplinary action up to and including termination of employment of instructors or staff; or
- expulsion of a student; and /or
- the placement of certain restrictions on the Respondent’s ability to access certain premises or facilities; and/or
- any other actions that may be appropriate in the circumstances.

Appeal

Should the Complainant or the Respondent disagree with the decision resulting from the investigation, he or she may appeal the decision to the Program Director within 5 business days by submitting a letter addressed to the Program Director advising of the person’s intent to appeal the decision.

Making False Statements

It is a violation of the Sexual Violence Policy for anyone to knowingly make a false complaint of sexual violence or to provide false information about a complaint.

Individuals who violate the Sexual Violence 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.

Reprisal

It is a violation of the Sexual Violence 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.

Individuals who violate the Sexual Violence 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.

Review

THE INSTITUTE OF HOLISTIC NUTRITION shall ensure that student input is considered every time the Sexual Violence Policy is reviewed or amended.

THE INSTITUTE OF HOLISTIC NUTRITION will review its Sexual Violence Policy at least once every 3 years and amend it where appropriate.

Collection of Student Data

THE INSTITUTE OF HOLISTIC NUTRITION shall collect and be prepared to provide such data and information as required according to Subsections 32. 3 (8), (9) and (10) of Schedule 5 of the Private Career Colleges Act, 2005 as amended upon request by the Superintendent of Private Career Colleges Ontario.



Resources

Community Sexual Violence Support Services

Sexual Assault Centres (Ontario) and Services in Toronto

Sexual Assault Centres in Ontario offer confidential and free counselling to survivors of recent and historical sexual assault. You can contact a centre to ask about individual or group counselling for survivors of sexual violence.

You can also reach a counsellor by phone at any time by calling a sexual assault centre crisis line.

These confidential, 24-hour phone lines offer someone immediate to talk to, crisis counselling, support and information for support allies (i.e. parents, partners or friends of survivors), safety planning, information on victim police reporting and medical options, and strategies for coping with flashbacks, memories and feelings.

Region in Ontario	Sexual Assault Centre	24-hr Crisis Line	Office Phone
Algoma (Sault Ste. Marie)	Women In Crisis Algoma	1-877-759-1230	705-759-1230
Belleville-Quinte Brant	Sexual Assault Centre for Quinte & District Sexual Assault Centre of Brant	1-877-544-6424 519-751-3471	613-967-6300 519-751-1164
Bruce County	Women's House Serving Bruce and Grey: Sexual Assault Services	1-866-578-5566	519-372-1113
Chatham-Kent	Chatham-Kent Sexual Assault Crisis Centre	519-354-8688	519-354-8908
Cornwall	Sexual Assault Support Services for Women, Cornwall	English: 613-932-1603 French: 613-932-1705	613-932-1755
Durham	Durham Rape Crisis Centre	905-668-9200	905-444-9672
East Algoma (Elliot Lake)	Counselling Centre of East Algoma	1-800-721-0077	705-848-2585
Guelph-Wellington	Guelph-Wellington Women in Crisis	519-836-5710 1-800-265-7233	519-836-1110
Halton (Oakville)	Sexual Assault & Violence Intervention Services of Halton	905-875-1555	906-825-3622
Hamilton	Sexual Assault Centre Hamilton & Area (SACHA)	905-525-4162	905-525-4573
Kawartha (Peterborough & Area)	Kawartha Sexual Assault Centre	705-741-0260	705-748-5901
Kenora	Kenora Sexual Assault Centre	807-468-7233 1-800-565-6161	807-468-7958
Kingston	Sexual Assault Centre Kingston Sexual Assault Support Centre of Waterloo Region	613-544-6424 1-877-544-6424	613-545-0762
Waterloo		519-741-8633	519-571-0121
London-Middlesex	Sexual Assault Centre London	519-438-2272 1-877-529-2272	519-439-0844



Muskoka Parry Sound	Muskoka Parry Sound Sexual Assault Services	1-800-461-2929	Parry Sound: 705-774-9083
Niagara	Niagara Region Sexual Assault Centre	905-682-4584	905-682-7258
Nipissing	Amelia Rising Sexual Assault Centre of Nipissing	705-476-3355	705-840-2403
Oshawa-Durham	Oshawa-Durham Rape Crisis Centre	905-668-9200	905-444-9672
Ottawa SASC	Sexual Assault Support Centre of Ottawa	613-234-2266	613-725-2160
Ottawa RCC	Ottawa Rape Crisis Centre	613-562-2333	613-562-2334
Peel	Hope 24/7: Sexual Assault Centre of Peel	1-800-810-0180	905-792-0821
Renfrew	Women's Sexual Assault Centre of Renfrew County	1-800-663-3060	613-735 – 5551
Sarnia-Lambton	Sexual Assault Survivors' Centre Sarnia-Lambton	519-337-3320	519-337-3154
Simcoe	Athena's Sexual Assault Services	705-737-2008 1-800-987-0799	705-737-2884
Sudbury	Voices for Women Sudbury		705-523-7100 ext. 2647
Thunder Bay	Thunder Bay Sexual Abuse & Sexual Assault Counselling & Crisis Centre	807-344-4502	807-345-0894
Timmins	Timmins and Area Women in Crisis	1-877-268-8380	705-268-8381
Toronto	Toronto Rape Crisis Centre	(416) 597-8808	416-597-1171
Windsor-Essex	Sexual Assault Crisis Centre of Essex County	519-253-9667	519-253-3100
York	Women's Support Network of York Region	1-800-263-6734 905-895-7313	905-895-3646

Pour le support francophone aux femmes victimes d'agression sexuelle, se il vous plaît visitez (*for French-language support to women victims of sexual assault, please visit*): [Action ontarienne contre la violence faite aux femmes.](#)

Sexual Assault/Domestic Violence Treatment Centre:

Sexual Assault/Domestic Violence Treatment Centres in Ontario are [hospital-based centres](#) that provide 24/7 emergency care to women, children and men who have been sexually assaulted or who are victims or survivors of domestic violence (intimate partner) abuse. Services include:

- Emergency medical care
- Crisis intervention
- Collection of forensic evidence
- Access to emergency contraception and preventative treatment for sexually-transmitted infections
- Medical follow-up
- Counselling
- Referral to community resources.



You can choose to have centre staff conduct a physical examination, offer medical care and/or collect any physical (forensic) evidence of a recent sexual assault. It is your decision whether you wish to report the assault to the police or provide the forensic evidence. If you think you were drugged and sexually assaulted, Sexual Assault/Domestic Violence Treatment Centres can also test to determine the presence of drugs in your body. To contact the Sexual Assault/Domestic Violence Treatment Centre in Ontario nearest you, follow the link <http://www.satcontario.com/en/view.php?key=42&menu=37&lang=en>.

Kids Help Phone:

Kids Help Phone provides free and confidential 24/7 counselling and information service for young people in Canada.

- Telephone toll-free: 1-800-668-6868
- Website: www.kidshelpphone.ca
- Get support and information through [Kids Help Phone's website](#) or [Live Chat](#)

Talk4Healing: A Helpline for Aboriginal Women:

Talk4Healing is available to all Aboriginal women living in urban, rural and remote communities, both on and off reserve, throughout Northern Ontario. They support Aboriginal women and their families who need support.

- Telephone toll-free: 1-855-554-HEAL
- Website: www.talk4healing.com
- Resource: <http://www.sexualassaultsupport.ca/support>