

# Sexual Violence & Harassment Policy

## Private Career College Students

October 24, 2017

### 1. Policy Application

This policy applies to all Private Career College students of Great Lakes Helicopter Corp. (GLHC).

### 2. The Scope

The policy applies to complaints of sexual violence that have occurred on the GLHC campus or at one of our events and involving our students.

### 3. Purpose and Intent

All of Great Lakes Helicopter Corp's. Private Career College students have a right to study in an environment free of sexual violence.

This document sets out GLHC's policy on sexual violence involving Private Career College students, defines the prohibited behaviors, and outlines our investigative processes for sexual violence.

### 4. Policy Objectives

Great Lakes Helicopter Corp. is committed to providing 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 GLHC will provide a copy of the policy to all private career college students, and educate them together with management and employees about this policy and how to identify situations that involve, or could progress into sexual violence against students and how to reduce it.

Where a complaint has been made, under this policy, of sexual violence GLHC will take all reasonable steps to investigate it, including as follows:

- providing on-campus investigation procedures to students for sexual violence complaints;
- responding promptly to any complaint and providing reasonable updates to the complainant and the respondents about the status of the investigation;
- assisting students who have experienced sexual violence in obtaining 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 reporting options as set out in Appendix 1.

### 5. Definition of 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.

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

Students and staff of GLHC will take all reasonable steps to prevent sexual violence involving students on campus or at a GLHC event by reporting immediately to the General Manager if a student has been subject to, or they have witnessed or have knowledge of sexual violence involving students, or have reason to believe that sexual violence has occurred or may occur which involves a student.

Once GLHC has received a report of sexual violence, appropriate support and other resources will be offered to the person who has experienced sexual violence, as well as to any person or group against whom an allegation of sexual violence is made.

The General Manager recognizes the right of the complainant to determine how her or his complaint will be dealt with. However, in certain circumstances, the General Manager may be required by law or internal policies to initiate an internal investigation and/or inform police without the complainant's concern, if believed the safety of members on campus or broader community are at risk.

A complainant seeking accommodation should contact the General Manager during normal GLHC business hours. 24 hour support resources throughout Ontario are listed in Appendix 1.

General Manager  
Jo Anne Leyburne  
Great Lakes Helicopter Corp.  
12-4881 Fountain St N.  
Breslau, ON NOB 1M0  
519-648-3732  
[joanne@greatlakeshelicopter.ca](mailto:joanne@greatlakeshelicopter.ca)

## **7. Investigative Reports of Sexual Violence**

A complaint of sexual violence may be filed under this policy, by any Private Career College student, to the General Manager in writing.

A complainant may ask another person to be present during the investigation.

Upon a complaint of alleged sexual violence being made the General Manager will initiate an investigation, including as follows:

- determine whether the incident should be referred immediately to the police;
- 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 identified witnesses;
- interview any other person who may have knowledge of incidents related to the complaint or any other similar incidents;
- inform the respondent of the complaint, providing details of the allegations and giving the respondent an opportunity to respond to those allegations;
- provide reasonable updates to the complainant and the respondents about the status of the investigation;

- determine what disciplinary action, if any, should be taken.

### **8. Disciplinary Measures**

If it is determined by GLHC that a Private Career College student 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, GLHC 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 GLHC may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.

### **9. Making False Statements**

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 or instructors or staff or expulsion of a student.

### **10. Reprisal**

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.

### **11. Review**

This policy will be reviewed every three years. GLHC shall ensure that student input is considered, in accordance with any regulations, every time the policy is renewed or amended.

### **12. Collection of Student Data**

Great Lakes Helicopter Corp. shall collect and be prepared to provide upon request by the Superintendent of Private Career Colleges such data and information as required according to Subsection 32.3(8), (9) and (10) of Schedule 5 of the Private Career Colleges Act, 2005 as amended.

### **13. Resources**

Appendix 1 lists local crisis centres.

## **Appendix 1**

### **Canadian Association of Sexual Assault Centres**

#### **Ontario**

#### **Assaulted Women's Helpline – English**

Toll Free: 1-866-863-511

#safe (#7233) on Bell, Rogers, Fido or Telus Mobile

TTY: 416-364-8762

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

**Fem'aide – French**

Toll Free: 1-877-336-2433

ATS: 1-866-860-7082

[www.femaide.ca](http://www.femaide.ca)

**Sexual Assault/Domestic Violence Treatment Centers**

Alliston, Barrie, Collingwood, Midland and Orillia

Huron Transition Homes

**24 hour crisis line:**

Barrie: 705-737-2008 or 1-800-987-0799

Midland: 705-526-4211 or 1-800-461-1750

Office: 705-526-3221

[www.huroniatransitionhomes.ca](http://www.huroniatransitionhomes.ca)

Bracebridge Muskoka/Parry Sound Sexual Assault Services

Parry Sound: 705-774-9083 or 1-877-851-6662

Muskoka: 705-646-2122 or 1-877-406-1268

Brantford

Sexual Assault Centre of Brantford

Crisis: 519-751-3471

Office: 519-751-1164

[www.sacbrant.ca](http://www.sacbrant.ca)

Chatham

Chatham-Kent Sexual Assault Crisis Centre

**24 Hour Crisis Line:** 519-354-8688

Office/TTY: 519-354-8908

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

Durham Region

Distress Centre Durham

**24 hours:** 905-430-2522 or 1-800-452-0688

[www.distresscentredurham.com](http://www.distresscentredurham.com)

Durham Rape Crisis Centre

Crisis: 905-668-9200

Office: 905-444-9672

[www.drcc.ca](http://www.drcc.ca)

Guelph

Community Torchlight – Guelph/Wellington/Dufferin

**24 hours**

Distress: 519-821-3760 or 1-888-821-3760

Crisis: 519-821-0140 or 1-877-822-0140

Telecheck: 519-415-3764

Emergency Shelter Resource line: 1-888-821-3760

[www.communitytorchlight.com](http://www.communitytorchlight.com)

Guelph-Wellington Women in Crisis

**24 Hour Crisis:** 519-836-5710 or 1-800-265-7233

Office: 519-823-5806

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

Hamilton

Sexual Assault Centre (Hamilton & Area)

Crisis: 905-525-4162

Office: 905-525-4573

TTY: 905-525-4592

[www.sacha.ca](http://www.sacha.ca)

Kitchener-Waterloo

Sexual Assault Support Centre of Waterloo Region

Crisis: 519-741-8633

Office: 509-571-0121

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

Crisis Services of Waterloo Region

**24 hour Crisis:** 1-866-366-4566

Distress: 519-745-1166

EARS: 1-800-553-2377

(advocate for male victims of sexual assault)

London

London & District Distress Centre Helpline

**24 hours**

Distress: 519-667-6711

Crisis: 519-433-2023

[www.londondistresscentre.com](http://www.londondistresscentre.com)

Sexual Assault Centre London

Crisis: 519-438-2272

Office: 519-439-0844

TTY: 519-439-0690

[www.sacl.ca](http://www.sacl.ca)

London Abused Women's Centre  
Office: 519-432-2204  
[www.lawc.on.ca](http://www.lawc.on.ca)

Peel Region

Hope 24/7  
**24 hour crisis:** 1-800-810-0180  
Office: 905-792-0821  
[www.hope247.ca](http://www.hope247.ca)

New Market

Women's Support Network of York Region  
Crisis: 1-800-263-6734  
Office: 905-895-3646  
[www.womenssupportnetwork.ca](http://www.womenssupportnetwork.ca)

Oakville

Sexual Assault & Violence Intervention Services of Halton  
Crisis: 1-877-2688416  
Office: 905-825-3622  
[www.savisofhalton.org](http://www.savisofhalton.org)

Orangeville

Family Transition Place  
Crisis: 1-800-265-9178  
Office: 519-942-4122  
[www.familytransitionplace.ca](http://www.familytransitionplace.ca)

Sarnia – Lambton

Sexual Assault Survivors Centre Sarnia-Lambton  
Crisis: 519-337-3320 or 1-888-231-0536  
Office: 519-337-3154

Simcoe

Haldimand & Norfolk Women's Service  
Crisis: 1-800-265-8076  
TTY: 1-800-815-6419  
Office: 519-426-8048  
[www.hnws.on.ca](http://www.hnws.on.ca)

St Catherines

Niagara Region Sexual Assault Centre  
Crisis: 905-682-4584  
Office: 905-682-7258  
[www.sexualassaultniagra.org](http://www.sexualassaultniagra.org)

Toronto

Oasis Centre Des Femmes – French  
Tel: 416-591-6565  
[www.oasisfemmes.org](http://www.oasisfemmes.org)

Toronto Rape Crisis Centre  
(Multicultural Woman Against Rape)  
Crisis: 416-597-8808  
Office: 416-597-1171  
[www.trccmwar.ca](http://www.trccmwar.ca)

Windsor

Sexual Assault Crisis Centre of Essex County  
Crisis: 519-253-9667  
[www.sacwindsor.net](http://www.sacwindsor.net)

Woodstock  
Domestic Abuse Services Oxford  
Crisis: 1-800-265-1938  
[www.daso.ca](http://www.daso.ca)

### **Confidentiality**

Confidentiality is an important principal in creating an environment where those who have experienced sexual violence feel safe to disclose and seek support and accommodation. The privacy and confidentiality of all members of GLHC's community involved in any complaint, will be protected to the extent possible, but may be precluded where, an individual may be at risk of self-harm or harming another, reporting is required by law or when GLHC has an obligation to investigate.

### **Maintenance of Statistics**

GLHC will maintain annual statistics, without identifying information, on disclosed and reported incidents of sexual violence on campus in accordance with Private Career Colleges Act and provincial regulations.