



SEXUAL VIOLENCE AND HARASSMENT POLICY

1. Sexual Violence Policy

(a) Pro-Tech Training Services Inc. is committed to providing its students with an educational environment free from sexual violence and treating its students who report incidents of sexual violence with dignity and respect.

(b) Pro-Tech Training Services Inc. has adopted this Sexual Violence Policy, which defines sexual violence and outlines its training, reporting, investigative and disciplinary responses to complaints of sexual violence made by its students that have occurred on its campus, or at one of its events and involve its students.

(c) The person accused of engaging in sexual violence will be referred to as the "Respondent" and the person making the allegation as the "Complainant".

2. 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, and sexual exploitation.

3. Training, Reporting and Responding to Sexual Violence

(a) Pro-Tech Training Services Inc. shall include a copy of the Sexual Violence Policy in every contract made between it and its students, and provide a copy of the Sexual Violence Policy to career college management (corporate directors, controlling shareholders, owners, partners, other persons who manage or direct the career college's affairs, and their agents), instructors, staff, other employees and contractors and train them about the policy and its processes of reporting, investigating and responding to complaints of sexual violence involving its students. *Any company participating in offering student internships on their premises must provide an undertaking in writing, that it is, in compliance, with all applicable legislation, including the Ontario Human Rights Code and the Occupational Health and Safety Act and will provide students access to those policies should they encounter issues relating to sexual violence in the workplace.

(b) The Sexual Violence Policy shall be published on its website (or where the Career College does not have a website in a conspicuous location on each of its campuses).

(c) Career college management, instructors, staff, other employees, and contractors of Pro-Tech Training Services Inc. will report incidents of or complaints of sexual violence to Pro-Tech Training Services upon becoming aware of them.

(d) Students who have been affected by sexual violence or who need information about support services should contact Pro-Tech Training Services Inc.

(e) Subject to Section 4 below, to the extent it is possible, Pro-Tech Training Services Inc. 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:

(i) 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 measures and other circumstances that arise from any given case; and

(ii) ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent.

(f) 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 career college's policies relating to drug or alcohol use at the time the alleged sexual violence occurred.

(g) Pro-Tech Training Services Inc. 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.

(h) Notwithstanding (f), in certain circumstances, Pro-Tech Training Services Inc. 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.

(i) In all cases, including (f) above, Pro-Tech Training Services Inc. will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact Pro-Tech Training Services Inc.

In this regard, Pro-Tech Training Services Inc. will assist students who have experienced sexual violence in obtaining counselling and medical care and provide them with information about sexual violence supports and services available in the community as set out in **Appendix 1** attached hereto. Students are not required to file a formal complaint in order, to access supports and services.

4. Investigating Reports of Sexual Violence

(a) Under this Sexual Violence Policy, any student at Pro-Tech Training Services Inc. college, may file a report of an incident or a complaint to Pro-Tech Training Services Inc. in writing. The other officials, offices or departments that will be involved in the investigation are Frank Collins, President, Jeanne Collins, Secretary-Treasurer, Michael Collins, Chief Operating Officer.

(b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Pro-Tech Training Services Inc. will respond promptly and:

(i) determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation.

(ii) determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved.

(iii) determine whether the incident should be referred immediately to the police.

In such cases or where civil proceedings are commenced in respect of allegations of sexual violence, Pro-Tech Training Services Inc. may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and

(iv) determine what interim measures ought to be put in place pending the investigation process such as removal of the Respondent or seeking alternate methods of providing necessary course studies.

(c) Once an investigation is initiated, the following will occur:

(i) the Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation.

(ii) interviewing the Complainant to ensure a complete understanding of the allegation and gathering 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.

(iii) Students who disclose their experience of sexual violence through reporting an incident of, making a complaint about, or accessing supports and services for sexual violence, will not be asked irrelevant questions during the investigation process by the career college's staff or investigators, including irrelevant questions relating to the students sexual expression of past history.

(iv) informing and interviewing the Respondent of the complaint, providing details of the allegations, and giving the Respondent an opportunity to respond to those allegations and to provide any witnesses the Respondent feels are essential to the investigation.

(v) interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses.

(vi) providing reasonable updates to the Complainant and the Respondent about the status of the investigation; and

(vi) following the investigation, Pro-Tech Training Services Inc. will:

(A) review all, of the evidence collected during the investigation

(B) determine whether sexual violence occurred; and if so

(C) determine what disciplinary action, if any, should be taken as set out in Section 5 below.

5. Disciplinary Measures

(a) If it is determined by Pro-Tech Training Services Inc. that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include:

(i) disciplinary action up to and including termination of employment of instructors or staff; or

(ii) expulsion of a student; and /or

(iii) the placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or

(iv) any other actions that may be appropriate in the circumstances.

6. Making False Statements

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

(b) Individuals who violate this 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.

7. Reprisal

(a) It is a violation of this 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.

(b) 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.

8. Review

(a) Pro-Tech Training Services Inc. shall review its Sexual Violence Policy annually after it is first implemented and amend it where appropriate. This date is May 7, 2024.

9. Collection of Student Data

(a) Pro-Tech Training Services Inc. shall collect and be prepared to provide upon request by the Superintendent of Ontario Career Colleges such data and information as required according to Subsections 32.3 (8), (9) and (10) of Schedule 5 of the Ontario Career Colleges Act, 2005 as amended.

Appendix 1

Reference Document: Ontario Human Rights Commission – Policy on Preventing sexual and gender-based harassment – www.ohrs.on.ca

Sexual Assault Centre Napanee – 613 544-6424

Sexual Assault-Domestic Violence Program 76 Stuart St Kingston 613 549-6666

KFL & A Public Health 41 Dundas St W Napanee 613 354-3357

Victim Services 86 Advance Ave. Napanee 613 354-4151

OPP (Napanee) 86 Advance Ave Napanee 613 354-3369