

SEXUAL ASSAULT AND SEXUAL VIOLENCE PROTOCOL

1. IF YOU HAVE EXPERIENCED OR WITNESSED SEXUAL VIOLENCE

If you have experienced or witnessed sexual violence, please contact Ms. Nojan Parsai (Human Rights Officer) at “humanrights@gsce.ca”, and we will assist you by providing the resources and support you need. If you want to speak to someone in person, please go to Global School of Corporate Excellence, Human Rights Officer at 100 Richmond Street West, Suite 308 Toronto, ON M5H 3K6. It is often difficult to disclose and report incidents of sexual violence. It is entirely up to you if you choose to report the incident; however, we strongly encourage you to do so.

Anyone who has experienced sexual violence has the right to:

- I. be treated with dignity and respect,
- II. be believed,
- III. be informed about on- and off-campus services and resources,
- IV. decide whether or not to access available services and to choose those services they feel will be most beneficial,
- V. decide whether to report to campus security and/or local police,
- VI. have an on-campus investigation with the institution’s full cooperation,
- VII. have a safety plan, and
- VIII. have reasonable and necessary actions taken to prevent further unwanted contact with the alleged perpetrator(s).

2. IF YOU WOULD LIKE TO FILE A FORMAL COMPLAINT

Ms. Nojan Parsai (Human Rights Officer-Global School of Corporate Excellence) can also assist you with filing a complaint. If the alleged perpetrator is another member of the College community, you may file a complaint under this Policy. Individuals who have experienced sexual violence may also wish to press charges under the Criminal Code. Ms. Nojan Parsai can also assist you with contacting the local Police.

3. WHAT TO DO IF SOMEONE DISCLOSES ALLEGATIONS OF SEXUAL VIOLENCE?

A person may choose to confide in someone about an act of sexual violence, such as a student, instructor, teaching assistant, coach, or staff from housing, health, counselling or security. An individual who has experienced sexual violence may also disclose to staff or faculty members when seeking support and/or academic accommodation. A supportive response involves:

- I. listening without judgement and accepting the disclosure as true;
- II. communicating that sexual violence is never the responsibility of the survivor
- III. helping the individual identify and/or access available on- or off-campus services, including emergency medical care and counselling;

Sexual Assault and Sexual Violence Protocol
GLOBAL SCHOOL OF CORPORATE EXCELLENCE

- IV. respecting the individual's right to choose the services they feel are most appropriate and to decide whether to report to the police and/or Ms. Nojan Parsai (Human Rights Officer-Global School of Corporate Excellence)
- V. recognizing that disclosing can be traumatic and an individual's ability to recall the events may be limited;
- VI. respecting the individual's choices as to what and how much they disclose about their experience; and
- VII. making every effort to respect confidentiality and anonymity.

If disclosure is made to faculty or staff by a student seeking support or academic accommodation, the faculty or staff should refer the student to Ms. Nojan Parsai (Human Rights Officer-Global School of Corporate Excellence), and work with them to ensure that the student receives all necessary academic and other accommodations. As indicated above, if faculty or staff of the College becomes aware of an allegation of sexual violence against another member of the College community, the faculty or staff is required to report the alleged incident immediately.

4. COMMUNICATING WITH INDIVIDUALS WHO HAVE EXPERIENCED SEXUAL VIOLENCE

Sensitive and timely communication with individuals who have experienced sexual violence and their family members (when an individual consents to this communication) is a central part of the College's first response to sexual violence. To facilitate communication the College will:

- I. Ensure that designated Human Rights Officer, who is knowledgeable about sexual violence, is responsible for advocacy on campus on behalf of employees, students or any other member of the College community who have experienced sexual violence;
- II. Ensure designated employees respond in a prompt, compassionate, and personalized fashion; and
- III. Ensure that the person who has experienced sexual violence and the respondent are provided with reasonable updates about the status of the College's investigation of the incident when such investigations are undertaken.

5. HOW WILL THE GLOBAL SCHOOL OF CORPORATE EXCELLENCE RESPOND TO A REPORT OF SEXUAL VIOLENCE

- I. Under this Sexual Violence Policy, any student of Global School of Corporate Excellence may file a report of an incident or a complaint to Ms. Nojan Parsai in writing. The other officials, offices or departments that may be involved in the investigation
- II. Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Ms. Nojan Parsai will respond promptly and:
 - A. determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation;

Sexual Assault and Sexual Violence Protocol
GLOBAL SCHOOL OF CORPORATE EXCELLENCE

- B. determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;
 - C. 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, Global School of Corporate Excellence may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures); and
 - D. 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.
- III. Once an investigation is initiated, the following will occur:
- A. the Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation;
 - B. 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 person(s) involved, the names of any person who witnessed the incident, and a complete description of what occurred;
 - C. 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;
 - D. interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses;
 - E. providing reasonable updates to the Complainant and the Respondent about the status of the investigation; and
 - F. following the investigation, Ms. Nojan Parsai will:
 - 1. review all of the evidence collected during the investigation;
 - 2. determine whether sexual violence occurred; and if so
 - 3. determine what disciplinary action, if any, should be taken as set out in Section 6 below.

6. DISCIPLINARY MEASURES

If it is determined by Global School of Corporate Excellence 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

Sexual Assault and Sexual Violence Protocol
GLOBAL SCHOOL OF CORPORATE EXCELLENCE

- 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.

7. APPEAL

Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to the president of the Global School of Corporate Excellence, within 5 days by submitting a letter addressed to the President, advising of the person's intent to appeal the decision. President will appoint a committee to review the decision.

8. REVIEW

Global School of Corporate Excellence shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.

Global School of Corporate Excellence shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. This date is December 10, 2020.

9. OTHER PROTOCOLS

- I. Global School of Corporate Excellence shall include a copy of the Sexual Violence Policy and Protocol 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.
- II. The Sexual Violence Policy shall be published on college's website www.gsce.ca.
- III. Global School of Corporate Excellence management, instructors, staff, other employees and contractors of the college will report incidents of or complaints of sexual violence to the appointed Human Rights Officer upon becoming aware of them.
- IV. Students who have been affected by sexual violence or who need information about support services should contact Ms. Nojan Parsai (Human Rights Officer).

Sexual Assault and Sexual Violence Protocol
GLOBAL SCHOOL OF CORPORATE EXCELLENCE

- V. Global School of Corporate Excellence 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:
- A. 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
 - B. ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent.
- VI. Global School of Corporate Excellence 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.
- VII. Notwithstanding (V), in certain circumstances, Global School of Corporate Excellence 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.
- VIII. In all cases, including (V) above, Global School of Corporate Excellence will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact Ms. Nojan Parsai. In this regard, Global School of Corporate Excellence 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 I** attached hereto. Students are not required to file a formal complaint in order to access supports and services.

Acknowledgements: A number of resources contributed to the development of this document, including the sexual assault policies and procedures from several colleges and universities in Ontario, notably, Durham College, University of Guelph and Lakehead University, as well as the METRAC discussion paper on sexual assault policies on campuses. The Ontario Women's Directorate resource, "Developing a Response to Sexual Violence: A Resource Guide for Ontario's Colleges and Universities" served as a reference and the "Dispelling Myths and Misconceptions About Sexual Assault" chart is based on it. In addition, the Ontario Coalition of Rape Crisis Centres provided a list of sexual assault centres in Ontario and their hotline numbers.