

SA16**Sexual Assault/Sexual Violence**

Classification:	Student Affairs
Responsible Authority:	Vice President, Student Services
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Board of Governors
Date First Approved:	2015-03-25
Date Last Reviewed:	2024-12-09
Date to Complete Mandatory Review:	2027-12-09

PURPOSE

All members of the Algonquin College community have a right to work, study and socialize in an environment that is free from any form of sexual assault/sexual violence. This document sets out our policy and response protocol to sexual assault/sexual violence. It ensures that the rights of those affected by sexual assault/sexual violence are respected and appropriately accommodated. It also ensures the College has a process of investigation that protects the rights of individuals and holds individuals who have committed an act of sexual assault/sexual violence accountable.

SCOPE

This policy applies to all members of the College Community, including students, employees of the College, staff of the Students' Association, contractors, clients, volunteers and visitors to the College.

This policy also applies to incidents of sexual assault and sexual violence involving a member of the College community that occur on or off College property, including out of country, or that occur online, and that have a real and substantial link to the College. This includes, but not limited to, incidents of sexual assault and sexual violence involving a member of the College community that occur off College property at:

- any College-sanctioned program or event and that may or may not pose a subsequent risk to the safety of member(s) of the College community while on College property; or
- any non-sanctioned program or event and that pose a subsequent risk to the safety of member(s) of the College community while on College property.

The application of this policy, under the foregoing, will be determined by the College on a case-by-case basis, with a view to ensuring the safety and well-being of members of the college community, while on College property.

DEFINITIONS

Word/Term	Definition
Academic Accommodation	Academic Accommodation is a collection of educational practices, systems and support services designed to accommodate functional challenges based on the best options for a student to successfully complete the academic requirements of their course or program.
Acquaintance sexual assault	Sexual contact that is forced, manipulated, or coerced by a partner, friend or acquaintance.
Age of consent for sexual activity	The age at which a person can legally consent to sexual activity. In Canada, children under 12 can never legally consent to sexual acts. Sixteen is the legal age of consent for sexual acts. There are variations on the age of consent for adolescents who are close in age between the ages of 12 and 16. Twelve and 13 year-olds can consent to have sex with other youth who are less than 2 years older than themselves. Youth who are 14 and 15 years old may consent to sexual involvement that is mutual with a person who is less than 5 years older. Youths 16 and 17 years old may legally consent to sexual acts with someone who is not in a position of trust or authority.
Anonymity	Anonymity allows the name of the complainant to be withheld. However, a student reporting a complaint to a College Employee or College Official should understand that while every effort will be made to ensure confidentiality, the College cannot investigate or follow up on an anonymous disclosure.
Coercion	In the context of sexual assault/sexual violence, coercion is unreasonable and persistent pressure for sexual activity. Coercion is the use of emotional manipulation, blackmail, threats to family or friends, or the promise of rewards or special treatment, to persuade someone to do something they do not wish to do, such as being sexual or performing particular sexual acts.
College Official	Any College employee, not otherwise specifically identified by role, who is duly authorized and empowered to carry out official College business / processes / functions / activities on behalf of the College and is acting, within this context, in the name of the College.
Confidentiality	The process of strict privacy guiding the College's response to a complaint. A student's name and disclosure is known, but, only to those who need to know in order to help resolve the complaint/or provide support as per the students request.

Consent	Consent is the voluntary and explicit agreement to engage in the sexual activity in question.
Drug-facilitated sexual assault	The use of alcohol and/or drugs (prescription or non-prescription) by a perpetrator to control, overpower or subdue a survivor for purposes of sexual assault.
Employee	Full-time and part-time College support staff, faculty and administrators.
Indecent Exposure	The exposure of the private or intimate parts of the body in a lewd manner, when the perpetrator may be readily observed.
Sexual assault	A criminal offence under the Criminal Code of Canada. Sexual assault is any type of unwanted sexual act done by one person to another that violates the sexual integrity of the victim and involves a range of behaviours from unwanted touching to penetration.
Sexual Exploitation	Seeking benefit through the non-consensual or abusive sexual control over another.
Sexual Harassment	Engaging in a course of vexatious comment or conduct against another because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome.
Sexual violence	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.
Stalking	A form of criminal harassment prohibited by the Criminal Code of Canada. It involves behaviours that occur on more than one occasion and which collectively instil fear in the survivor or threaten the survivor/target's safety or mental health. Stalking can also include threats of harm to the target's friends and/or family. These behaviours include, but are not limited to non-consensual communications (face to face, phone, email, social media); threatening or obscene gestures; surveillance; sending unsolicited gifts; "creeping" via social media/cyber-stalking; and uttering threats.
Student	A Student is any person who is currently enrolled in a course or program at Algonquin College, but who may not yet have

registered; who has applied for admission to the College; or who was enrolled in a course or program at the College.

Survivor	Some who have been affected by sexual assault/sexual violence may choose to identify as a survivor. Individuals might be more familiar with the term “victim”. We use the term survivor throughout this policy where relevant because some who have been affected by sexual assault believe they have overcome the violent experience and do not wish to identify with the victimization. It is the prerogative of the person who has been affected by these circumstances to determine how they wish to identify.
Voyeurism	Observing another in a sexual manner without consent and when they could reasonably expect privacy. This includes direct observation, through the use of an electronic or mechanical device, or through the use of a recording.

POLICY

Sexual assault and sexual violence are unacceptable and will not be tolerated. We are committed to challenging and preventing sexual assault/sexual violence and creating a safe space for anyone in our College community who has been affected by sexual assault/sexual violence. The College is expected to be a safe and positive space where members of the College community feel able to work, learn and express themselves in an environment free from sexual assault/sexual violence.

All reported incidents of sexual assault/sexual violence will be responded to in a manner that ensures due process as outlined in the procedures below. The College will investigate sexual assault/sexual violence disclosures. It is this policy’s intention to make individuals feel comfortable about making a report in good faith about sexual assault/sexual violence that they have been affected by or witnessed. Students are not required to file a formal report of incident(s) of sexual violence to obtain supports, services and/or academic accommodation from the College. The College cannot investigate or follow up on anonymous disclosures.

We recognize that sexual assault/sexual violence can occur between individuals regardless of sexual orientation, gender, gender identity or relationship status as articulated in the *Ontario Human Rights Code*. We also recognize that individuals who have been affected by sexual assault/sexual violence may experience emotional, academic, or other difficulties.

We are committed to:

1. assisting those who have been affected by sexual assault/sexual violence by providing choices, including detailed information and support, such as provision

- of and/or referral to counselling and medical care, information about legal options, providing a written follow up to the survivor following an investigation and appropriate academic and other accommodations, all in a timely manner;
2. ensuring that the right to dignity and respect is protected throughout the process of disclosure, investigation and institutional response;
 3. ensuring that during any investigation process College employees do not ask individuals who disclose sexual assault/sexual violence irrelevant questions, such as those relating to past sexual history or sexual expression;
 4. a complainant acting in good faith, who discloses or reports sexual violence, will not be subject to disciplinary action for violations of the institution's policies related to drug and alcohol use at the time the sexual violence took place;
 5. addressing harmful attitudes and behaviours (e.g., adhering to myths of sexual assault/sexual violence) that reinforce that the person who been affected by sexual assault/sexual violence is somehow to blame for what happened;
 6. treating individuals who disclose sexual assault/sexual violence with compassion recognizing that they are the decision-makers about their own best interests;
 7. ensuring that on-campus (internal) investigation procedures are available in the case of sexual assault/sexual violence, even when the individual chooses not to make a report to the police;
 8. engaging in appropriate procedures for investigation and adjudication of a complaint, which are in accordance with College policies, standards, and applicable collective agreements, and that ensure fairness and due process;
 9. ensuring coordination and communication among the various departments who are most likely to be involved in the response to incidents of sexual violence on campus;
 10. engaging in public education and prevention activities;
 11. providing information to the College community about our sexual assault/sexual violence policies and protocols;
 12. providing appropriate education and training to the College community about responding to the disclosure of sexual assault/sexual violence;
 13. actively promoting a campus atmosphere in which sexual assault/sexual violence is not tolerated;
 14. monitoring and updating our policies and protocols to ensure that they remain effective and in line with other existing policies and best practices;
 15. collect data on:
 1. the number of times and a description of the supports, services and accommodations relating to sexual violence are requested and obtained by students;
 2. initiatives and programs established by the college to promote awareness of the supports and services available to students;
 3. the number of incidents and complaints of sexual violence reported by students; and
 4. the implementation and effectiveness of this policy. This data will be made available to the Minister of Advanced Education and Skills Development of Ontario upon request. Data will be collected and reported in a manner that

protects the confidentiality of all members of the College community connected to each incident;

16. supporting employees who respond to disclosures of sexual violence through line managers, Human Resources, and the Employee Family Assistance Program (EFAP) as necessary, and;
17. provide an online reporting forum for people who have experienced sexual violence. The Sexual Assault/Sexual Violence reporting page allows people who have experienced sexual violence to report their experience with sexual violence online. If they choose, survivors can remain anonymous. Please find the link to reporting here: <https://www.algonquincollege.com/safety-security-services/sexual-assaultviolence-reporting/>

PROCEDURE

	Action	Responsibility
	<p><i>In all instances of an emergency, contact the emergency number according to the emergency procedures for your campus.</i></p> <p><i>Ottawa Campus: ext.5000 / 911 Perth Campus: 911 Pembroke Campus: 911</i></p>	
1a).	Report incidents of sexual violence they witness or have knowledge of, or they have reason to believe has occurred or may occur to Security Services. Members who have themselves been affected by sexual assault/sexual violence are encouraged to come forward to report the incident as soon as they are able to do so.	All Members of the College Community
1b).	Persons in a position of authority and/or supervision shall take immediate action to respond to or to prevent sexual assault/sexual violence from occurring.	All Members of the College Community
1c).	Members of the college community who have been affected by sexual violence (including members of the college community to whom a student has disclosed an incident of sexual violence) are encouraged to report incidents or seek information and guidance from Security Services. Security Services will take an initial report and will assist by providing information about relevant support, resources and options.	Security Services, Employees
1d).	Students who have been affected by sexual violence, as well as members of the college community to whom a student has disclosed an incident of sexual violence, are also encouraged to access information and support from the College's Counselling Services and/or Health Services. A table of these services available to provide support and information to students affected by sexual violence can be found in Appendix 2. Please note that	Students

	students are not required to file a formal report of incident(s) of sexual violence to obtain supports, services and/or academic accommodation from the College.	
1e).	Students who wish to retain their anonymity can report sexual assault or sexual violence on Security Services web site. When a student chooses to share their personal information with Security Services, this information is treated with great care and respect, with confidentiality a priority while an investigation takes place. Personal information shared with Health Services is protected by the Personal Health Information and Privacy Act, and personal information shared with Counselling Services is protected by the Freedom of Information and Protection of Privacy Act, meaning your information cannot be shared without your permission, except in exceptional circumstances.	Security Services, Health Services, Counselling Services
2.	Where College officials become aware of incidents of sexual assault/sexual violence by a member of the College community or against a member of the College community, which occur on or off College property, they will take immediate measures in accordance with Appendix 1 to ensure the survivor is supported and ensure appropriate reporting is carried out in accordance with the wishes of the survivor.	College Officials

SUPPORTING DOCUMENTATION

- Appendix 1: Sexual Violence Reporting Flowchart
- Appendix 2: Ottawa, Pembroke and Perth Campus Supports / Academic Accommodations
- Appendix 3: Sexual Assault and Sexual Violence Guidelines and Protocol
- Appendix 4: Dispelling the Myths and Misconceptions About Sexual Assault

RELATED POLICIES

- AA19 Academic Appeal
- AA35 Confidentiality of Student Records
- HR18 Employee Code of Conduct
- HR21 Staff / Student Personal Relationships
- HR22 Respectful Workplace
- SA02 Ombudsman
- SA07 Student Conduct

RELATED MATERIALS

<http://www.algonquincollege.com/projectlighthouse>

Appendix 1: Sexual Violence Reporting Flowchart

Sexual Violence Reporting Flowchart

These guidelines will help Algonquin College employees understand their role and responsibilities for how to respond to disclosures of sexual assault.

Options for Survivors of Sexual Violence Flowchart: This flowchart will help those who have experienced sexual violence find resources to help them with their choices.

For your campus specific flow charts, please visit:

<https://www.algonquincollege.com/projectlighthouse/flowcharts>

Appendix 2: Ottawa, Pembroke and Perth Campus Supports / Academic Accommodations

ALGONQUIN COLLEGE

RESOURCES

Algonquin College Project Lighthouse

<https://www.algonquincollege.com/projectlighthouse/>

OTTAWA CAMPUS SUPPORTS

Student Support Services – Student Distress Line

Welcome Centre – 3rd floor, Student Commons (Building E)

613-727-4723, ext. 7300

<https://www.algonquincollege.com/student-supportservices/support-students-crisis/>

Counselling Services

Welcome Centre – 3rd floor, Student Commons (Building E)

613-727-4723, ext. 7200

<http://www.algonquincollege.com/counselling>

Health Services

Room C141

613-727-4723, ext. 7222

<http://www.algonquincollege.com/healthservices>

Security Services

Room A149

Emergency: 613-727-4723 ext. 5000

Non-Emergency: 613-727-4723 ext. 5010

<https://www.algonquincollege.com/safety-security-services/>

Mamidosewin Centre (Indigenous Centre)

Room E122

613-727-4723, ext. 7186

<http://www.algonquincollege.com/mamidosewin>

Students Association 2SLGBTQ+ Supports

<https://www.algonquinsa.com/getinvolved/wellness/>

PEMBROKE CAMPUS SUPPORTS

Counselling Services

Room 138

Health Services

Room 127

613-735-4700 ext. 2804 http://www.algonquincollege.com/pembroke/counselling	613-735-4700 ext. 2748 https://www.algonquincollege.com/pembroke/health-services/
Security Services Room 112 613-735-4700 ext. 2739	
PERTH CAMPUS SUPPORT	
Counselling Services Room 110 613-267-2859 ext.5610 https://www.algonquincollege.com/perth/current/counselling-services/	Health Services Room 111 613-267-2859 ext. 6546 https://www.algonquincollege.com/perth/current/perth-campus-health-services/
Security Services Ottawa Campus 1-613-727-4723 ext.5000	Student Support Services - Student Distress Line Ottawa Campus 1-613-727-4723 ext. 7300
All Campuses - Academic Accommodations	
<p>Should the survivor require an academic accommodation (defer or reschedule assignment(s), text(s), exam(s), any of the supports listed above can assist in arranging with the appropriate academic department or the survivor may wish to consult directly with their program coordinator, academic chair or dean who will make the necessary arrangements, maintaining the confidentiality of the reason for the academic accommodation.</p> <p>An academic accommodation will be made based on the best options for the survivor to successfully complete the academic requirements of their course or program.</p> <p>Additional information about the resources and support services is available below; or you can use this link to go directly to the resources https://www.algonquincollege.com/projectlighthouse/.</p>	
Project Lighthouse	
<p>Project Lighthouse aims to shine light on the topic of sexual violence and help you navigate healthy sexual relationships. Through compassion, education, and awareness, this initiative aims to reduce sexual violence at Algonquin College and</p>	

support survivors of sexual violence. Look for events and programming on campus to get involved. You can also view a list of on- and off-campus supports at the [Ottawa](#), [Pembroke](#), and [Perth](#) campuses.

For a full list of consent and sexual violence prevention resources, as well as events hosted by Project Lighthouse please visit <https://www.algonquincollege.com/projectlighthouse/>.

If you are in immediate danger, call 911

CANADIAN AND PROVINCIAL SUPPORTS AND RESOURCES

Assaulted Women's Helpline http://www.awhl.org/ Toll Free: 1-866-863-0511 Mobile: #SAFE (#7233)	Good2Talk https://good2talk.ca/ 1-866-925-5454
211 Ontario https://211ontario.ca/ Dial - 211	Male Survivors of Sexual Abuse 1-866-887-0015
Trans Life Line http://www.translifeline.org/ 1-877-330-6366	Shelter Safe https://www.sheltersafe.ca/
Ontario Coalition of Rape Crisis Centres http://www.sexualassaultsupport.ca/	

OTTAWA COMMUNITY SUPPORTS AND RESOURCES

Ottawa Police – Sexual Assault and Child Abuse Unit Ottawa Police Service	Ottawa Rape Crisis Centre http://www.orcc.net/ 613-562-2333	The Ottawa Hospital – Sexual Assault & Partner Abuse Care Program Emergency Department: Civic Campus – 1053 Carling Avenue
---	---	--

9-1-1 or 613-236-1222, ext. 5944		613-798-5555 ext. 13770
Wabano Centre for Aboriginal Health http://www.wabano.com/ 613-748-0657	Minwaashin Lodge https://www.minlodge.com/ 613-789-1141	Sexual Assault Support Centre of Ottawa https://sascottawa.com/ 24 hr. Support Line: 613-234-2266
Ottawa Distress Centre http://www.dcottawa.on.ca/ 613-238-3311	CALACS Francophone d'Ottawa http://www.calacs.ca/ 613-789-9117	Immigrant Women Services of Ottawa https://www.immigrantwomenservices.com/ 613-729-3145
Ottawa Coalition to End Violence Against Women https://www.octevaw-cocvff.ca/	Youth Services Bureau Crisis Line https://www.ysb.ca/ chat.ysb.ca 613-260-2360	Men and Healing https://menandhealing.ca/ 613-482-9363

PEMBROKE COMMUNITY SUPPORT AND RESOURCES

Ontario Provincial Police https://www.opp.ca/ Emergency: 9-1-1 Non-Emergency: 1-888-310-1122 TTY: 1-888-310-1133	Pembroke Regional Hospital 613-732-2811 705 Mackay St. Pembroke
Women's Sexual Assault Centre for Renfrew County http://www.wsac.ca/ 613-735-5551	Eastern Ontario Crisis Line https://crisisline.ca/ 1-866-996-0991

1-800-663-3060

PERTH COMMUNITY SUPPORT AND RESOURCES	
---------------------------------------	--

Ontario Provincial Police https://www.opp.ca/ Non-Emergency: 613-267-2626 1-888-310-1122 TTY:1-888-310-1133	Perth and Smith Falls District Hospital – Sexual Assault and Domestic Violence Program https://psfdh.on.ca/services/specialty-services/lanark-county-sexual-assault-domestic-violence-program/ PSFD Hospital: 613-267-1500 Program: 613-283-2330 ext. 1258
Sexual Assault and Domestic Violence Program 613-283-2330 ext.1258	Lanark County Interval House https://lcih.org/ 613-257-5960 1-800-267-7946 TTY: 613-257-1952
End Abuse in Lanark http://endabuseinlanark.ca/	Lanark County Mental Health https://www.lanarkmentalhealth.com/ Crisis Line: 613-283-2170

Sexual Assault Centres (Ontario)			
----------------------------------	--	--	--

(Information provided by the Ontario Coalition of Rape Crisis Centres)			
--	--	--	--

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	Sexual Assault Centre for Quinte & District	1-877-544-6424	613-967-6300

Brant	Sexual Assault Centre Of Brant	519-751-3471	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
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	613-544-6424 1-877-544-6424	613-545-0762
Waterloo	Sexual Assault Support Centre of Waterloo Region	519-741-8633	519-571-0121
London-Middlesex	Sexual Assault Centre London	519-642-3000 1-800-265-1576	519-439-0844
Muskoka	Athena's Sexual Assault Counselling & Advocacy Centre	705-737-2008 1-800-987-0799	705-737-2884

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
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	Multicultural Women Against Rape/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	Sexual Assault Crisis Centre Of Essex County	1-800-263-6734 905-895-7313	905-895-3646

Appendix 3: Sexual Assault and Sexual Violence Guidelines and Protocol

Sexual Assault and Sexual Violence Guidelines and Protocol

Students who have been affected by sexual violence, as well as members of the college community to whom a student has disclosed an incident of sexual violence, are encouraged to access information and support from the College's Counselling Services and/or Health Services.

1. **Confidentiality**

Confidentiality is particularly important to those who have disclosed sexual assault/sexual violence. The confidentiality of all persons involved in a report of sexual assault/sexual violence or in subsequent disciplinary proceedings must be strictly observed, and the College does its best to respect the confidentiality of all persons, including the complainant, respondent, and witnesses.

The College will regard all information as unique and private and ensure it is maintained in a secured, controlled environment. Full details about the confidentiality of student records is detailed in policy [AA35: Confidentiality of Student Records](#).

However, confidentiality cannot be assured where an individual is at imminent risk of harming themselves or others. In cases where there is risk of harm to themselves, or others, Security (on campus) or Ottawa Police Service (off campus) would be notified and carry out a wellness check.

In such circumstances, information may be shared with only the necessary services to prevent harm.

Where there are reasonable grounds to believe that others in the College or wider community will be at risk of harm the Circle of Care Committee will provide recommendations to senior College Officials.

Where the College becomes aware of an allegation of sexual assault/sexual violence by a member of the College community against another member of the College community, the College may also have an obligation to take steps to ensure that the matter is dealt with in order to comply with the College's legal obligation and/or its policies to investigate such allegations. Typically, this would involve an investigation by Security Services, who may involve Ottawa Police Service depending on the circumstances.

2. **If You Have Experienced or Been Affected by Sexual Assault/Sexual Violence**

We recognize it may be difficult to disclose or report incidents of sexual violence and sexual assault. The choice to disclose or report is entirely yours. As a survivor, we commit to supporting you through the process of disclosure and strongly encourage you to report your experience to us, as the College is committed to providing a safe and respectful working, learning and teaching environment free from violence or harassment.

Anyone who has experienced or been affected by sexual assault/sexual violence has the right to:

If you have experienced or been affected by sexual assault or sexual violence,

students are encouraged to report incidents or seek information and guidance from the Student Support Services - Student Distress Line at the numbers below. The Student Distress Line staff will assist by providing relevant support, resources and options.

Ottawa Campus:	(613) 727-4723 ext. 7300
Perth Campus:	(613) 267-2859 ext. 7300 - information and guidance can also be sought from Counselling Services, Room 111, (613) 267-2859 (x5610) or Health Services, Room 111, (613) 267-2859 (x6546).
Pembroke Campus:	(613) 735-4700 ext. 7300 - information and guidance can also be sought from the campus counselor at 613-735-4700 ext. 2804 or campus nurse at 613-735-4700 ext. 2748

1. confidentiality and to be treated with dignity and respect;
2. be listened to without judgement and have their disclosure accepted as true;
3. request information about on- and off-campus services and resources;
4. retain control over whether or not to access available services and to choose those services they feel will be most beneficial;
5. decide if and to whom they wish to report the incident;
6. choose to report to a College Official, Security Services, Police or online or any combination of these;
7. decide whether a College Official can provide your name to Security Services;
8. have an on-campus investigation with the institution's full cooperation;
9. develop a safety plan with Counselling Services or an off-site partner; and
10. have reasonable and necessary actions taken to prevent further unwanted contact with the alleged perpetrator(s).

3. **Support Options Available to You**

In all instances of an emergency, contact the emergency number for your campus according to the emergency procedures.

Ottawa Campus: ext.5000 / 911 Perth Campus: 911 Pembroke Campus: 911

Any student who has experienced or been affected by sexual violence and is seeking information or support, help is available on the campuses of Algonquin College. A table of the services available to provide support and information to students affected by sexual assault/sexual violence can be found in Appendix 2 . If a member of the College Community becomes aware of an allegation of sexual assault/sexual violence against another member of the College Community, the member of the College Community is required to report the alleged incident immediately to Security Services, respecting the individual's rights spelt out above. The matter will be addressed in accordance with the confidentiality

provisions outlined above.

Additional information about the resources and support services is available below; or you can use this link to go directly to the resources:

<http://www.algonquincollege.com/projectlighthouse/>.

Although all disclosures of sexual violence will be reported to Algonquin's Security Services it is entirely up to you whether or not you choose to participate in an investigation, and students are welcome to use services irrespective of their willingness to report or be involved in any investigation.

4. **If You Would like to File a Formal Complaint**

Please note, that while you must disclose an incident of sexual violence or sexual assault to obtain support services or appropriate accommodations from the College, you are not required to file a formal complaint. Accommodations can be made for incidents of sexual violence regardless whether they occur on campus, off campus or at College sanctioned events depending on the specific nature and circumstances of the incident. There is no timeline by which complaints must be disclosed. However, early reporting can lead to supporting a survivor earlier and possibly a better ability to investigate the incident.

If you choose to file a formal complaint, Security Services can 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 been affected by sexual assault/sexual violence may also wish to press charges under the Criminal Code. These College services can also assist you with contacting the local Police. Individuals who have been affected by sexual assault/sexual violence may also wish to exercise their rights to contact the Police at any time to press charges under the *Criminal Code*.

More information on filing a complaint can be found at:

<https://www.algonquincollege.com/safety-security-services/home/accident-incident-report-on-line-form/>

It is often difficult to disclose and report incidents of sexual assault/sexual violence. It is entirely up to you if you choose to report the incident; however, we strongly encourage you to do so. The College recognizes a student's right to have a support person of their choosing accompany them when making a report or when participating in the investigation/hearing process.

5. **Complaint Process and Investigations**

A complaint of sexual assault/sexual violence can be filed under this Policy by any member of the College community.

The College will seek to achieve procedural fairness in dealing with all complaints. As such, no sanction and/or disciplinary action will be taken against a person or group without their knowledge where there is an alleged breach of this Policy. Respondents will be given reasonable notice, with full detail of the allegations and provided with an opportunity to answer to the allegations made against them.

1. **Protection from Reprisals, Retaliation or Threats:**

No person shall threaten to retaliate, retaliate or engage in reprisals against a complainant or other individual for:

Anyone engaged in such conduct may be subject to sanctions and/or discipline.

- having pursued rights, participated in an investigation or been associated with any person who has pursued rights under this Policy, the Ontario *Human Rights Code*, or any related federal or provincial legislation.

1. Interim Measures to Protect Complainants

The rights and privileges of a respondent may be restricted by the College before it makes a final determination about the alleged misconduct. For example, a respondent may be moved from Residence, restricted from entering certain parts of campus and restricted from attending class.

Such “interim measures” will be imposed only as necessary to meet the needs of complainants and persons who report incidents of sexual violence or otherwise under the College’s Student Conduct Policy SA07. Where possible, the College will also take steps to minimize the impact of interim measures on respondents.

Interim measures are not punishment and do not represent a finding of misconduct. The College may impose interim measures immediately, without a hearing. Respondents may ask the College to review a decision to impose interim measures, but only to address the impact of the imposed measure and the preference for other alternatives.

2. **Right to Withdraw a Complaint**

A complainant has the right to withdraw a complaint at any stage of the process. However, the College may continue to act on the issue identified in the complaint in order to comply with its obligation under this Policy and/or its legal obligations.

3. **Unsubstantiated or Vexatious Complaints**

If a person, in good faith, discloses or files a sexual assault/sexual violence complaint that is not supported by evidence gathered during an investigation, that complaint will be dismissed.

However, disclosures or complaints that are found following investigation to be frivolous, vexatious or bad faith complaints, that is, are made to purposely annoy, embarrass or harm the respondent, may result in sanctions and/or discipline against the complainant. The range of College support services are also available to employees or students who may be adversely impacted by a vexatious complaint.

6. **What to Do if Someone Discloses Allegations of Sexual Assault/Sexual Violence:**

A survivor of sexual assault/sexual violence may choose to disclose their assault to a member of the College community whom they trust, such as a classmate, instructor, professor, coach, or Residence employee. They may disclose for a

number of valid reasons, including:

A supportive response involves:

If disclosure is made to an employee by a student seeking support or academic accommodation for a significant life event, the employee should refer the student to Counselling Services (Ottawa Campus: (613) 727-4723 ext. 7200, Perth Campus: (613) 267-2859 ext. 5610, Pembroke Campus: 613-735-4700 ext. 2804) or Health Services (Ottawa Campus: 613-727-4723 ext. 7222, Perth Campus: 613-267-2859 ext. 6546, Pembroke Campus (613-735-4700 ext. 2748) to ensure that the student receives all appropriate supports and to receive guidance regarding the provision of appropriate academic and/or other accommodations.

Significant life event accommodations are recommended by Counselling Services, and not to be confused with disability related accommodations, which are recommended by the Centre for Accessible Learning (CAL) and informed by the Ontario Human Rights Code.

If a member of the College Community becomes aware of an allegation of sexual assault/sexual violence against another member of the College Community, the member of the College Community is required to report the alleged incident immediately, respecting the individual's rights from above by contacting Security Services at extension 5010. The matter will be addressed in accordance with the confidentiality provisions outlined above.

- concern for their own safety or the safety of other potential victims;
- a need for psychological, emotional or medical support;
- a desire for justice;
- a request for academic accommodation.
- listening without judgement and accepting the disclosure as true;
- communicating that sexual assault/sexual violence is never the responsibility of the survivor;
- helping the individual identify and/or access available on- or off-campus services, including emergency medical care and counselling;
- respecting the individual's right to choose the services they feel are most appropriate and to decide whether to report to the police or College authorities.
- recognizing that disclosing can be traumatic and an individual's ability to recall the events may be limited;
- respecting the individual's choices as to what and how much they disclose about their experience; and
- making every effort to respect confidentiality and anonymity.

7. **What to Do if You Become Aware of an Incident of Sexual Assault/Sexual Violence**

Becoming aware of an incident of sexual assault/sexual violence includes situations where you have witnessed an incident and circumstances where an incident has been disclosed to you.

If you are a student and witness sexual assault/sexual violence we encourage

you to contact Security Services at ext. 5010 who can assist you by providing relevant support, resources and options.

A number of other resources are available to you, including:

Resources and information are also available at

<http://www.algonquincollege.com/projectlighthouse/>.

If a member of faculty or staff of the College becomes aware of an allegation of sexual assault or sexual violence against another member of the College community, the faculty or staff is required to immediately report the alleged incident to Security Services immediately by contacting ext. 5010.

1. Security Services

Ottawa Campus: 613- 727-4723 ext. 5010

Perth Campus: (613) 267-2859 ext. 5010

Pembroke Campus: 613-735-4700 ext. 2739

2. Counseling Services

Ottawa Campus: 613-727-4723 ext. 7200

Perth Campus: 613-267-2859 ext. 5610

Pembroke Campus: 613-735-4700 ext. 2804

3. Health Services

Ottawa Campus: 613-727-4723 ext. 7222

Perth Campus: 613-267-2859 ext. 6546

Pembroke Campus: 613-735-4700 ext. 2748

8. **Communicating with Individuals who have been Affected by Sexual Assault/Sexual Violence**

Sensitive and timely communication with individuals who have been affected by sexual assault/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 assault/sexual violence. To facilitate communication, the College will:

1. Ensure that employees in the designated departments, who are knowledgeable about sexual violence, are responsible for advocacy on campus on behalf of employees, students or any other member of the College community who have been affected by sexual violence;
2. Ensure designated employees respond in a prompt, compassionate, and personalized fashion; and
3. Ensure that the person who has been affected by sexual assault/sexual violence and the respondent are provided with reasonable updates in writing about the status of the College's investigation of the incident when such investigations are undertaken.

9. **Roles and Responsibilities of the College Community**

While everyone on campus has a role to play in responding to incidents of sexual assault/sexual violence, some campus members will have specific responsibilities which might include:

Information about these resources is available by using this link:

<http://www.algonquincollege.com/projectlighthouse/>

1. Provision of awareness and prevention strategies related to sexual assault/sexual violence and promotion of a culture of safety, support and openness that diminishes sexual aggression and survivor blaming;
2. On-campus supports to provide psychological and emotional support, assistance with safety planning and referrals to other services, including medical services;
3. The responsibility of faculty, staff and administrators to facilitate academic accommodations and other needs of those who have been affected by sexual violence, e.g., extensions on assignments, continuing studies from home, and dropping courses ;
4. The responsibility of Residence staff to facilitate safe living arrangements to the best of our abilities;
5. The responsibility of Human Resources to assist with any incidents relating to employees; and
6. The responsibility of Security to assist with investigations and gathering evidence, to implement measures to reduce sexual assault/sexual violence on campus, and to collaborate with local police where appropriate.

10. **How Will the College Respond to a Report of Sexual Assault/sexual violence?**

Where a complaint of sexual assault/sexual violence has been reported to the College, the College will exercise care to protect and respect the rights and confidentiality and privacy of both the complainant and the respondent. The College understands that individuals who have experienced or been affected by sexual assault/sexual violence may wish to control whether and how their experience will be dealt with by the police and/or the College. In most circumstances, the person will retain this control. However, in certain circumstances, the College may be required to initiate an internal investigation and/or inform the police of the need for a criminal investigation, even without the survivor's consent, if the College believes that the safety of other members of the College community is at risk. The Circle of Care Committee will review each case and make recommendations to senior College Officials about appropriate next steps in such cases. The confidentiality and anonymity of the person(s) affected will be made a priority in these circumstances, but anonymity cannot be guaranteed if there is a significant risk to the wider College community or the general public.

A report of sexual assault/sexual violence may also be referred to the police, or to other community resources at the complainant's request, where the persons involved are not members of the College community or otherwise, where appropriate.

1. **Where the Respondent is a Student**

Sexual assault/sexual violence is a violation of policy [SA07 "Student Conduct"](#). It is considered a serious offence and will be

addressed in a manner which is consistent with other serious offences. Please see SA07 for more details regarding disciplinary process. During Student Conduct hearings, the College will take every measure to reduce the potential distress experienced by the complainant.

2. **Where the Respondent is an Employee**

Sexual assault/sexual violence may be a violation of policies [HR18 “Employee Code of Conduct”](#), [HR21 “Staff/Student Personal Relationships”](#), [HR22 “Respectful Workplace”](#) or [HS03 “Workplace Violence Prevention”](#). Allegations against employees will be addressed in accordance with the procedures set out in this Policy, and in any applicable collective agreement, and/or other College policies. If the complaint is sustained following an investigation, the College will decide on the appropriate disciplinary actions consistent with any applicable collective agreement and/or policies regarding discipline. Allegations by one employee against another are not covered by this policy, SA16, but by the policies listed above.

3. **Where the Respondent is not a Student or Employee**

Contractors, suppliers, volunteers or visitors who attend on campus will be subject to complaints if they engage in prohibited conduct. Where a complaint against the respondent is substantiated, the College will take appropriate action.

All contractual relationships entered into by the College will be governed by a standard contract compliance clause stating that contractors must comply with College policies, including co-operating in investigations. Breach of the clause may result in penalties, cancellation, or other sanctions.

4. **Multiple Proceedings**

Where criminal and/or civil proceedings are commenced in respect of the allegations of sexual assault/sexual violence, the College shall conduct its own independent investigation into such allegations, and will make its own determination in accordance with its policies and procedures. Where there is an ongoing criminal investigation, the College will cooperate with the local police.

5. **Immunity Clause for Substance Use**

The College recognizes that some individuals may be hesitant to disclose or report sexual violence in cases where they have been drinking while underage or using drugs at the time the sexual offense took place. A survivor or community member acting in good faith who discloses or reports sexual violence will not be subject to penalties for violation of Algonquin College’s policy related to drug and alcohol use at the time that the sexual violence took place.

Appendix 4: Dispelling the Myths and Misconceptions About Sexual Assault

Dispelling the Myths and Misconceptions About Sexual Assault

Use of the term “Rape” in the context of Sexual Violence

This policy refers to the offence of sexual assault to align with the current offence contained in the Criminal Code. The word “rape” is no longer used in criminal statutes in Canada. The term was replaced many years ago to acknowledge that sexual violence is not about sex but is about acts of psychological and physical violence. The term “sexual assault” provides a much broader definition and criminalizes unwanted behaviour such as touching and kissing as well as unwanted oral sex and vaginal and anal intercourse. Although the term no longer has a legal meaning in Canada, the term rape is still commonly used.

Source: “Developing a Response to Sexual Violence: A Resources Guide for Ontario’s Colleges and Universities”: January, 2013

Myths	Facts
It wasn't rape, so it wasn't sexual violence.	Sexual assault and sexual violence encompasses a broad range of unwanted sexual activity. Any unwanted sexual contact is considered to be sexual violence. A survivor can be severely affected by all forms of sexual violence, including unwanted fondling, rubbing, kissing, or other sexual acts. Many forms of sexual violence involve no physical contact, such as stalking or distributing intimate visual recordings. All of these acts are serious and can be damaging.
Sexual assault can't happen to me or anyone I know.	Sexual assault can and does happen to anyone. People of all socioeconomic and ethnic backgrounds are survivors of sexual assault, but the vast majority of sexual assaults happen to women and girls. Young women, Aboriginal women and women with disabilities are at greater risk of experiencing sexual assault.
Sexual assault is most often committed by strangers.	Someone known to the survivor, including acquaintances, dating partners, and common-law or married partners, commit approximately 75 per cent of sexual assaults.
Sexual assault is most likely to happen outside in dark, dangerous places.	The majority of sexual assaults happen in private spaces like a residence or private home.
If an individual doesn't report to the police, it wasn't sexual assault.	Just because a survivor doesn't report the assault doesn't mean it didn't happen. Fewer than one in ten survivors report the crime to the police.

<p>It's not a big deal to have sex with someone while they are drunk, stoned or passed out.</p>	<p>If a person is unconscious or incapable of consenting due to the use of alcohol or drugs, they cannot legally give consent. Without consent, it is sexual assault.</p>
<p>If the person chose to drink or use drugs, then it isn't considered sexual assault.</p>	<p>This is a prominent misconception about sexual assault. No one can consent while drunk or incapacitated.</p>
<p>If the survivor didn't scream or fight back, it probably wasn't sexual assault.</p> <p>If the survivor does not fight back, the sexual assault is their fault.</p>	<p>When an individual is sexually assaulted they may become paralysed with fear and be unable to fight back. The person may be fearful that if they struggle, the perpetrator will become more violent.</p>
<p>If you didn't say no, it must be your fault.</p>	<p>People who commit sexual assault/abuse are trying to gain power and control over their survivor. They want to make it extremely difficult, if not impossible, for their survivor to say no. A person does not need to actually say the word "no" to make it clear that they did not want to participate. The focus in consent is on hearing a "yes".</p>
<p>If someone isn't crying or visibly upset, it probably wasn't a serious sexual assault.</p>	<p>Every woman responds to the trauma of sexual assault differently. She may cry or she may be calm. She may be silent or very angry. Her behaviour is not an indicator of her experience. It is important not to judge a woman by how she responds to the assault.</p>
<p>If someone does not have obvious physical injuries, like cuts or bruises, they probably were not sexually assaulted.</p>	<p>Lack of physical injury does not mean that a person wasn't sexually assaulted. An offender may use threats, weapons, or other coercive actions that do not leave physical marks. The person may have been unconscious or been otherwise incapacitated.</p>
<p>If it really happened, the survivor would be able to easily recount all the facts in the proper order.</p>	<p>Shock, fear, embarrassment and distress can all impair memory. Many survivors attempt to minimize or forget the details of the assault as a way of coping with trauma. Memory loss is common when alcohol and/or drugs are involved.</p>
<p>Individuals lie and make up stories about being sexually assaulted; and most reports of sexual assault turn out to be false.</p>	<p>According to Statistics Canada, fewer than one in 10 sexual assault survivors report the crime to the police. Approximately 2% of sexual assault reports are false.</p> <p>The number of false reports for sexual assault is very low. Sexual assault carries such a stigma that many people prefer not to report.</p>

Persons with disabilities don't get sexually assaulted.	Individuals with disabilities are at a high risk of experiencing sexual violence or assault. Those who live with activity limitations are over two times more likely to be victims of sexual assault than those who are able bodied.
A spouse or significant other cannot sexually assault their partner.	Sexual assault can occur in a married or other intimate partner relationship. The truth is, sexual assault occurs ANY TIME there is not consent for sexual activity of any kind. Being in a relationship does not exclude the possibility of, or justify, sexual assault. A person has the right to say "no" at ANY point.
People who are sexually assaulted "ask for it" by their provocative behaviour or dress.	This statement couldn't be more hurtful or wrong. Nobody deserves to be sexually assaulted. Someone has deliberately chosen to be violent toward someone else; to not get consent. Nobody asks to be assaulted. Ever. No mode of dress, no amount of alcohol or drugs ingested, no matter what the relationship is between the survivor and the perpetrator or what the survivor's occupation is, sexual assault is always wrong.
Sexual assault only happens to women	Not true. The majority of sexual assaults are committed against women by men, but people of all genders, from all backgrounds have been/can be assaulted.
Sexual abuse of males is rare.	According to Statistics Canada, six per cent of males 15 or over reported that they had been affected by sexual victimization. Sexual assault/abuse occurs in every economic, ethnic, age and social group.
If you got aroused or got an erection or ejaculated you must have enjoyed it.	It is normal for your body to react to physical stimulation. Just because you became physically aroused does not mean that you liked it, or wanted it or consented in any way. If you've been affected by some physical pleasure, this does not take away the fact that sexual abuse happened or the effects or feelings of abuse.
Reporting sexual violence will impact a international students immigration status.	The law and the Colleges SA16 policy are intended to protect everyone living in Canada and studying at Algonquin College, reporting sexual violence will not impact a survivors immigration status.