

# **SEXUAL VIOLENCE PREVENTION & RESPONSE OFFICIAL POLICY & PROCEDURAL DOCUMENT**

Division or Sector: Director General

Responsibility: Director General

*Presented to MEC: October 23, 2018*

*Recommended by Academic Council: November 2, 2018*

*Approved by Board of Directors: November 20, 2018*

# **TABLE OF CONTENTS**

<b>PREAMBLE.....</b>	<b>3</b>
<b>1. DEFINITIONS.....</b>	<b>3</b>
1.1 Key Terms .....	3
1.2 Members of the College Community .....	7
<b>2. OBJECTIVES .....</b>	<b>8</b>
<b>3. SCOPE.....</b>	<b>9</b>
<b>4. COLLEGE COMMUNITY OBLIGATIONS AND CONDUCT .....</b>	<b>10</b>
4.1 Commitment to Survivors/Victims of Sexual Violence.....	10
4.2 Roles and Responsibilities.....	10
4.3 Prohibitions.....	13
4.4 Rules for Activities and Events Organized By Members of the College Community.....	13
4.5 Measures Applicable to Intimate Relationships Involving a Teaching Relationship, Helping Relationship, or Relationship of Authority [Abuse of Power or Trust] .....	13
4.6 Confidentiality and Communication of Information Necessary to Ensure a Person’s Security ....	14
4.7 Non-Compliance with this <i>Policy</i> .....	15
<b>5. PROCEDURES FOR RESPONDING TO DISCLOSURES, REPORTS, OR COMPLAINTS OF SEXUAL VIOLENCE .....</b>	<b>16</b>
5.1 Disclosing or Reporting Sexual Violence .....	16
5.2 Disclosure and Reporting Procedure.....	16
5.3 College Complaint Procedure .....	18
5.4 Criminal Reporting Option .....	18
5.5 Notes on Procedures.....	19
<b>6. SAFETY AND PREVENTION.....</b>	<b>20</b>
6.1 Safety and Security Measures to Combat Sexual Violence.....	20
6.2 Sexual Violence Prevention, Awareness-Raising, and Training Measures.....	20
<b>7. <i>POLICY</i> ADMINISTRATION .....</b>	<b>21</b>
7.1 Accountability Mechanisms .....	21
7.2 Adoption of <i>Policy</i> .....	21
<b>8. ADDITIONAL RESOURCES .....</b>	<b>22</b>
APPENDIX A: ADDITIONAL VANIER INTERNAL RESOURCES.....	22
APPENDIX B: AVAILABLE EXTERNAL/COMMUNITY RESOURCES.....	23

## **PREAMBLE**

Vanier College is committed to providing a positive, safe and respectful learning and working environment. Among the core values of the College, those of equity, diversity, inclusion, and respect are priority, and violence of any kind will not be tolerated. A Standing College Committee on Sexual Violence Prevention and Response composed of community stakeholders (including support staff, professionals, faculty, administration, and students) was formed to guide and draft this policy and applicable procedures pursuant to the Quebec National Assembly Bill 151, [\*An Act to prevent and fight sexual violence in higher education institutions\*](#) (CQLR, chapter P-22.1).

While sexual violence has an impact on all members of society, sexual violence and its consequences may disproportionately affect individuals whose membership in certain social groups exposes them to systemic discrimination and systemic barriers to opportunity on various intersecting grounds such as gender, gender identity and expression, sexual orientation, racialization, religious or cultural affiliation, age, Indigeneity, national or ethnic origin, immigration status, disability/ability, medical conditions such as HIV status, or socio-economic status. Such factors can also have an impact on a survivor's/victim's needs and choices with regard to recourses.

The following definitions are applicable to the Vanier College Sexual Violence Prevention and Response Policy and Procedural Document (*Policy*). For the purposes of readability and gender inclusivity, the gender-neutral term “they” or “their” is used.

## **1. DEFINITIONS**

### **1.1 Key Terms**

**Bystander Intervention:** A philosophy and strategy for the prevention of all types of violence. It encourages individuals to be proactive and to safely help those around them by intervening when they are witness to situations involving violence. Intervention may include, checking in with the parties involved, creating a distraction, asking the person involved to stop, reporting the situation to an authority, enlisting others for help.

**Complainant:** Within this *Policy*, the term “complainant” refers to an individual who initiates a complaint procedure.

**Complaint:** A complaint is the formal process of reporting sexual violence to an educational institution or to the police. The purpose of a college complaint is to have the sexual violence officially recognized, and sanctions imposed on the perpetrator. A police complaint implies that a criminal offence may have been committed.

**Consent:** Defined as the *explicit, free, voluntary, active, direct, unimpaired and conscious agreement to take part in sexual activity*. Consent can be withdrawn at any time. Consent

should not be assumed based on body language and appearance, dating relationships or previous sexual activity, marriage, silence, immobility, or incapacitation.

Consent is **invalid** in the following cases:

- the agreement is expressed by the words or behavior of a third party;
- the person is incapable of consenting, particularly because the person is impaired by drugs or alcohol, or is unconscious;
- the person's consent is obtained as a result of coercion
- the person's consent is obtained by abusing a position of trust, power, or authority;
- the person expresses by words or behavior a lack of agreement to engage in the activity;
- the person, having consented to engage in the activity, expresses by words or behavior, a lack of agreement to continue to engage in the activity.

For the purposes of this *Policy*, consent is compromised in the presence of a relationship of direct authority, a helping relationship, or a teaching relationship between a staff member and a student community member, pursuant to the [Vanier College Code of Conduct](#).

**Disclosure:** Within the meaning of the *Policy*, “disclosure” means that a person reveals that they have been the survivor/victim of sexual violence. Disclosure does not necessarily lead to a complaint.

**Helping Relationship:** The helping relationship supports a person in distress. It includes the relationship established with psychologists or psychotherapists, social workers and social work technicians, social service officers, adapted services counsellors and technicians, guidance counsellors, and nurses.

**Intimate Relationship:** Intimate relationships refer to both amorous and sexual relationships.

**One-stop Service:** The One-stop Service is the point of service for immediate and comprehensive response to disclosures, reports, and complaints of sexual violence, including implementing appropriate accommodations, psychosocial support, and providing accompaniment to survivors/victims and third-party complainants through avenues of official complaints investigations and criminal reporting.

The One-stop Service is the office of the Social Service Officer who works closely with the Sexual Violence Response Team.

**Perpetrator:** A person who has committed an act of sexual violence against another individual (namely, against a victim, survivor, or complainant).

**Rape Culture:** A culture in which dominant ideologies, media images, social practices and institutions promote or condone, implicitly or explicitly, the normalization of sexual violence and victim blaming. In a rape culture, incidents of sexual assault, rape and general gender-based

violence are ignored, trivialized, normalized and/or made the fodder of jokes and entertainment.<sup>1</sup>

**Relationship of Authority:** A relationship of authority exists between two individuals who occupy different hierarchical levels in the organization. For example, all employees in relationship to students, or the relationship between a supervisor and a member of their team.

**Reporting:** Within the meaning of the *Policy*, “reporting,” means that a person provides information regarding sexual violence either experienced first-hand, or witnessed as a third party. Reporting does not necessarily lead to a complaint and can be done anonymously.

**Respondent:** Within this *Policy*, the term “respondent” refers to an alleged perpetrator who is the subject of a College complaint of sexual violence.

**Sexual Violence:** Refers to any form of violence committed through sexual practices or by targeting sexuality. This concept also refers to any other misconduct, including that relating to sexual and gender diversity, in such forms as unwanted direct or indirect gestures, comments, behaviours, or attitudes with sexual connotation, whether enacted person to person or through a technological device. It includes sexual assault, sexual harassment, and sexual cyber-violence.

This definition applies regardless of the age, sex, gender, culture, religion, sexual orientation, or gender identity of those involved (survivor/victim or perpetrator), regardless of the type of sexual gesture or the environment in which it was made, and regardless of the nature of the relationship between the survivor/victim and the perpetrator.

**Sexual Assault:** An act that is sexual in nature, with or without physical contact, committed by an individual without the consent of the victim, or in some cases, through emotional manipulation or blackmail. It is an act that subjects another person to the perpetrator’s own desires through the abuse of power, through the use of force or coercion, or through implicit or explicit threats. Sexual assault is an attack on a person’s basic human rights, particularly their rights to physical and psychological integrity and to personal security.

Sexual assault includes all unwanted sexual activity such as any unwanted sexual grabbing, kissing, fondling, oral or anal sex, “stealthing” (condom removal or tampering without consent during a sexual activity), birth control interference, intercourse or other forms of penetration, as well as rape or attempted rape. Sexual assault can occur between strangers, acquaintances, spouses, within dating relationships, or in any other relationship.

Sexual assault is also an offence under the Criminal Code of Canada. It is illegal.

**Sexual Harassment:** Sexual harassment is included in the definition of psychological harassment. It can thus be defined as any vexatious behaviour of a sexual nature in the form of repeated and hostile or unwanted behaviour, verbal comments, writings, actions or gestures

---

<sup>1</sup> Retrieved from the McGill University Office for Sexual Violence Response, Support, and Education, <https://www.mcgill.ca/osvrse/about-sexual-violence/glossary>

that affects the individual's dignity or psychological or physical integrity and that results in a harmful work or study environment for the said individual.

A single serious incidence of such behaviour that has a lasting harmful effect on the individual may also constitute harassment.

**Sexual Cyber-Violence:** Sexual harassment carried out using information technologies such as social media. Sending comments of a sexual nature regarding the person's physical characteristics or threats of sexual assault constitute sexual cyber-violence. In addition, disseminating, or threatening to spread rumours or disseminate photographs or audio or video recordings of moments of sexual intimacy without the consent of the person constitutes sexual cyber-violence.<sup>2</sup>

Non-consensual distribution of intimate images is an offence under the Criminal Code of Canada. Furthermore, distribution of intimate images of a minor is illegal pursuant to child pornography laws.

**Sexual Violence Response Team:** The purpose of the SVRT is to provide frontline services of support, accompaniment and guidance to a survivor/victim and/or witness(es) following the disclosure, report, or complaint of sexual violence.

The SVRT is composed of the Social Service Officer, the Respectful Learning and Workplace Environment Advisor, a Mental Health Professional, the Ombudsperson, a Social Work Technician, and the Manager of Security.

**Standing College Committee on Sexual Violence Prevention and Response:** The Standing College Committee works in conjunction with the SVRT to develop, review, and monitor this *Policy*, to develop and implement prevention, awareness-raising, and training measures for the college community, and evaluate these measures for their impact, effectiveness, and relevance.

The Standing College Committee on Sexual Violence Prevention and Response is composed of 4 Ex Officio members (the Director of Student Services, the Social Service Officer, the Respectful Learning and Workplace Environment Advisor, and the Registrar), and members from all staff categories, as well as students (3 Professionals, 3 Faculty, 1 Support Staff, 3 Student Association Representatives).

**Survivor/Victim:** A person who has experienced sexual violence. Personal, cultural, and socio-political reasons may influence a person in self-identifying with either term, survivor or victim.

**Teaching Relationship:** A teaching relationship includes all interactions involved in training, educating, and facilitating learning. This definition includes the relationships between a student and a teacher, but also with any individual who helps the learner acquire knowledge or competencies (instructor, tutor, lab technician, coach, etc.).

---

<sup>2</sup> Fédération des cégeps Template for the Policy to Prevent and Fight Sexual Violence in Colleges

**Welcoming, Integration, Social, Extra-Curricular Activity or Sporting Event:** Any activity or event organized by any member of the college community, held on or off campus. This *Policy* also applies to visitors that come to the college to participate in or attend an activity or event. The organiser of such an activity or event must make sure that this *Policy* is respected and enforced.

## **1.2 Members of the College Community**

**Director General:** Person responsible for supervising the application of this *Policy*.

**Student:** Any person enrolled in a course of study or training activity organized by the College.

**Employee:** Individuals hired by the college for full-time, part-time, regular or temporary positions in all categories of employment (teachers, professionals, support personnel, casual staff, contractual staff, coordinators, deans, directors, the academic dean and any other manager).

**Sub-Contractors:** Includes all individuals that work at the college for an external organization that is under contract with the college to complete work on campus or off-campus in conjunction with the college and/or members of the college community.

**Union Representatives:** Individuals designated by their unions as delegates. It also includes any employee of a union.

**Student Government Representatives:** Individuals designated by the Vanier College Student Association (VCSA) as their delegates. It also includes any employee of the Student Association.

## **2. OBJECTIVES**

In accordance with the *Act*, the objectives of this *Policy* are the following:

- To establish the roles and responsibilities of the stakeholders of the college community;
- To identify and commit to actions to counter rape culture and prevent sexual violence including creating and incorporating comprehensive, campus-wide awareness training and education programs;
- To create a healthy and safe learning and teaching environment for students and employees;
- To highlight existing prevention and security measures and to put in place additional measures as needed;
- To provide a framework for all activities and events, even those that take place off campus;
- To establish the procedures for the processing of disclosures, reports, and complaints, and information obtained pertaining to sexual violence;
- To organize and offer comprehensive assistance and support to those who have experienced sexual violence including academic or workplace accommodations, counselling services, medical care, and other support as needed, limiting the impact on education or professional work.



### **3. SCOPE**

This *Policy* applies to all Members of the College Community, as well as visitors, and the members of the Vanier College Board of Directors. This *Policy* also applies to all activities and events organized by Members of the College Community on and off college premises, as well as stage placements/internships, college-related travel, and all online communications among Members of the College Community (incl. social media, email or messenger correspondence etc.). Moreover, this *Policy* applies wherein Members of the College Community are implicated at a non-College activity or event.

This *Policy* also applies to situations where the alleged perpetrator is neither a Vanier College student nor employee, insofar as the College may offer the same support and services outlined in the *Policy* to the student or employee of the College, and will take the necessary actions to address any safety or security concerns on campus.

In the application of this *Policy*, additional consideration will be given to individuals that are more at risk of being victims of sexual violence, including but not limited to LGBTQIA2S+-identified individuals, individuals who identify as transgender, non-binary, or gender diverse, those who are Indigenous or from minority cultural groups, international students, and individuals living with a disability.

Vanier College has other policies in place that are relevant to issues of sexual violence and harassment such as the [Harassment and Discrimination, Prevention and Resolution Policy](#), which includes *Cyber-violence*, as well as the *Vanier College* [Code of Conduct](#). This *Policy* takes precedence on issues pertaining to sexual violence and is not intended to interfere with any other College policy, or the provisions of any collective agreements or contracts applicable to employees, or the criminal justice system. In addition, nothing in this *Policy* precludes an individual from exercising their rights under a collective agreement, management agreement, or from seeking alternate routes such as the criminal justice system and the Quebec Human Rights Commission.

## **4. COLLEGE COMMUNITY OBLIGATIONS AND CONDUCT**

### **4.1 Commitment to Survivors/Victims of Sexual Violence**

Sexual violence can result in serious negative impacts on an individual's physical, psychological, emotional, and spiritual health and wellbeing. Vanier College recognizes the trauma of sexual violence and encourages the efforts of individuals to seek support and receive appropriate services. This is a survivor informed *Policy* and procedural document. To that end, any survivor/victim of sexual violence can expect to be:

- Treated with compassion, dignity and respect;
- Provided with timely safety planning and assistance;
- Informed about on and off campus support services, including health and counselling services and resources available to them;
- Provided with non-judgmental and sympathetic support;
- Provided with academic and/or workplace accommodations as appropriate to minimize and address related difficulties and struggles;
- Provided with academic and/or workplace accommodations to ensure safety and prevent further unwanted contact with the alleged perpetrator if the alleged perpetrator is a member of the campus community;
- Without being directed, survivors/victims determine whether and to whom they wish to disclose or report their experience including:
  - Whether or not to disclose to a support person and seek out personal counselling;
  - Whether or not to pursue college and/or criminal avenues of recourse
- Protected from questions and comments that imply judgment or blaming the survivor/victim. For example, the survivor's/victim's dress, behaviour, consumption of drugs and alcohol, and history of sexual experience;
- Protected from questions and comments that minimize or make excuses for the behaviours of the perpetrator/respondent or insinuations that the victim/survivor/complainant has a share of responsibility for what happened to them;
- Protected from questions about gender identity, and/or sexual orientation, including assumptions based on gender presentation and/or failing to use the preferred pronouns as identified by the survivor/victim and/or witness (i.e., misgendering);
- Accompanied by a person who provides support throughout the entire process.

### **4.2 Roles and Responsibilities**

All members of the College community have a shared responsibility for creating and maintaining a learning and working environment free from sexual violence. This means not engaging in, allowing, or condoning behaviour contrary to this *Policy*, and safely and appropriately intervening when witnessing possible situations of sexual violence.

## **One-stop Service**

The One-stop Service is the point of service for immediate and comprehensive response to disclosures, reports, and complaints of sexual violence.

The One-stop Service is the office of the Social Service Officer and is particularly sensitive to the vulnerabilities of survivors/victims of sexual violence and intersecting identities they may have. The One-stop Service is committed to maintaining the integrity and safety of the individuals coming forward.

The Social Service Officer is the resource person tasked with following up on emergencies (as reported to 911 or to Campus Security) and to respond to reports and complaints pertaining to sexual violence in non-emergency situations within seven days. Furthermore, it is the responsibility of the Social Service Officer to lead the investigations of complaints, and to initiate investigations following reports of sexual violence wherein Members of the College Community may be at risk of further harm.

The Social Service Officer leads and collaborates with the Sexual Violence Response Team (SVRT). In the case of investigating a complaint, the Social Service Officer may also consult appropriate individuals from Human Resources, Services for Students, and the Office of the Academic Dean.

## **Sexual Violence Response Team (SVRT)**

The Social Service Officer is the person responsible for the management of complaints and works closely with the SVRT, delegating to them as needed, with the permission of the survivor/victim.

The SVRT is composed of the Social Service Officer, the Respectful Learning and Workplace Environment Advisor, Mental Health Professionals, the Ombudsperson, a Social Work Technician, and the Manager of Security. The SVRT is particularly sensitive to the vulnerabilities of survivors/victims of sexual violence and intersecting identities they may have. The SVRT is committed to maintaining the integrity and safety of the individuals coming forward.

The purpose of the SVRT is to provide the survivor/victim and/or witnesses with the support and guidance they need following the disclosure, report, or complaint of sexual violence.

The SVRT also works with the Standing College Committee on Sexual Violence Prevention and Response to develop and implement prevention, awareness-raising, and training measures for the college community, and regularly evaluates these measures for their impact, effectiveness, and relevance.

## **Standing College Committee on Sexual Violence Prevention and Response**

The Standing College Committee works in conjunction with the SVRT to develop, review, and monitor this *Policy*, to develop and implement prevention, awareness-raising, and training measures for the college community, and evaluate these measures for their impact, effectiveness, and relevance. The Standing College Committee must meet a minimum of once a semester.

The Standing College Committee on Sexual Violence Prevention and Response is composed of 4 Ex Officio members (the Director of Student Services, the Social Service Officer, the Respectful Learning and Workplace Environment Advisor, and the Registrar), and members from all staff categories, as well as students (3 Professionals, 3 Faculty, 1 Support Staff, 3 Student Association Representatives).

### **Director General or Delegate**

- Supervises the application of this *Policy*;
- Attends mandatory training sessions;
- Provides support to employees responsible for interventions and ensures that complaints are handled diligently within the given time frame;
- Ensures that reports are prepared as required in this *Policy* and the *Act*.
- Has a leadership role in raising awareness of issues pertaining to sexual violence and embodies the aims and actions outlined in this *Policy*.

### **Representatives of Vanier College Student Association**

- Follow the rules providing a framework for activities and events;
- Participate in selecting and publicizing training and awareness-raising activities;
- Participate in the Standing College Committee on Sexual Violence Prevention and Response;
- Participate in mandatory annual training activities;
- Advocate in favor of and embody the aims and actions outlined in this *Policy*.

### **Members of the College Community**

The Director General, employees, students, sub-contractors, union representatives and employees and student association representatives and employees are members of the College Community. They must be aware of their responsibility to:

- Read and understand this *Policy* and the role that they must play in its application, in particular, the *Commitment to Survivors/Victims of Sexual Violence (4.1)*;
- Respect this *Policy*;
- Participate in training and prevention activities related to this *Policy*;
- Refer anyone who would like to provide or obtain information about sexual violence to the One-stop Service;

- Report abuse or suspected abuse of a minor (younger than 18 y.o.) to the Director of Youth Protection as required by law ([Youth Protection Act, Article 39](#)).

### **4.3 Prohibitions**

It is prohibited to:

- Commit any form of sexual violence;
- Exercise any form of retaliation against a person that has filed a complaint, or has reported or disclosed an incident of sexual violence;
- Incite a survivor/victim or witness to keep silent about their experiences or knowledge of sexual violence for a reason such as safeguarding the College's reputation.

### **4.4 Rules for Activities and Events Organized By Members of the College Community**

Members of the College Community in charge of organizing activities and events must:

- Participate in mandatory training activities related to sexual violence and excessive alcohol consumption;
- Clearly announce this *Policy* and the contact of the One-stop Service in all electronic and other publicity relating to the event.

### **4.5 Measures Applicable to Intimate Relationships Involving a Teaching Relationship, Helping Relationship, or Relationship of Authority [Abuse of Power or Trust]**

The College maintains the position that intimate relationships that occur between a staff member and a student goes against the mission of the institution. Therefore, staff members and students should abstain from such relationships.

As stated in the *Vanier College* [Code of Conduct](#):

All college employees are in a position of authority over students and consequently must act to avoid any situations that might constitute an abuse of power or trust.

Because of this implied position of authority over students, an employee-student relationship cannot allow for freedom of consent in a romantic or sexual relationship. Consequently, it is the employees' responsibility to decline any sort of sexual advances made by a student and to explain to the student that this is inappropriate behaviour.

The abuse of power or trust, including but not limited to the psychological manipulation of students to one's own ends; the offering of favours to students; the exertion of pressure on students to violate this policy or any other policy; the attempted seduction of a student, or, the actual seduction of a student, will result in sanctions, up to and including immediate dismissal, being imposed against the offender. (Article 4.3)

#### **4.6 Confidentiality and Communication of Information Necessary to Ensure a Person's Security**

Confidentiality is a vital principle in creating a safe, trustworthy and supportive environment for those who have experienced sexual violence. The privacy and confidentiality of all members of the Vanier community involved in any disclosure, report, or complaint will be protected, unless obligated by law or professional duty to convey information to appropriate authorities in situations where:

- An individual may be at risk of self-harm;
- An individual may be at risk of harming another;
- There is reason to believe that other members of the broader community may be at risk of harm;
- Evidence of sexual violence is made available in the public realm (i.e. video shared publicly on social media);
- There is suspected abuse of a minor (under the age of 18 y.o., as defined by the [Youth Protection Act, Article 38](#))

The information may be conveyed only to the person or persons concerned and to those who may assist them. Thus, confidential and personal information may only be disclosed to an individual, including the complainant, if it concerns them personally. Confidentiality also extends to an alleged perpetrator or respondent to a complaint.

During the processing of a report or complaint, the complainant must be informed of the outcome of the process, however, in the event that the college decides to impose penalties on the respondent, the nature of the penalties cannot be disclosed to the complainant in accordance with the [Act respecting Access to documents held by public bodies and the Protection of personal information](#).

Members of professional orders must respect their code of ethics.

#### **4.7 Non-Compliance with this *Policy***

All members of the college community have the right to be assisted and/or advised by a resource person and they have the right to bring forward a complaint of sexual violence. Interference in the complaint process or retaliation against a survivor/victim, complainant, alleged perpetrator, witnesses, or individuals involved with the administration of the procedures, whether or not the complaint was substantiated, may by itself result in violation of the *Policy* and may be subject to disciplinary actions.

For the purposes of this *Policy*, retaliation can be academic, professional, financial, and defamatory, and could include, for example, unfair grading, the suspension of a scholarship, or the loss of employment or demotion. Threats of retaliation are considered to be retaliation. Retaliation may also occur prior to the beginning of processing a disclosure, a complaint, or a report.

Failure to comply with this *Policy* may result in administrative or disciplinary action, including but not limited to, a warning on file, obligation to participate in extra activities related to sexual violence, suspension, expulsion or dismissal, and a ban on entering the institution or its premises. The nature, the severity or the repetitive character of actions will be taken into account when deciding on a sanction.

In cases where a sub-contractor is involved, the College can cancel a contract without prior notification, if the *Policy* is not respected.

## **5. PROCEDURES FOR RESPONDING TO DISCLOSURES, REPORTS, OR COMPLAINTS OF SEXUAL VIOLENCE**

### **5.1 Disclosing or Reporting Sexual Violence**

#### **A. Emergency Situations** requiring immediate assistance:

1. Call 911
2. Contact Campus Safety & Security Department:
  - 2.1 Phone (514) 744-7575
  - 2.2 White Intercoms throughout campus
  - 2.3 In person: Security Desk, Main Entrance, F Wing
3. Call 811 (Info-Santé) for information on where to go for evidence collection and medical care

#### **B. Non-Emergency Situations** or Follow-Up to Emergency Situations on or off campus.

1. Contact the One-stop Service
  - Office of the Social Service Officer, (514) 744-7500 ext. 7104

In either an emergency or non-emergency situation, where appropriate, and with the survivor's/victim's consent, the Social Service Officer will contact the appropriate members of Vanier's Sexual Violence Response Team (SVRT) to notify them of the situation in order to ensure the safety, follow up, and support to those affected by an incident of sexual violence.

Any Member of the College Community who has experienced or witnessed sexual violence can disclose, report, or file a complaint pertaining to the incident through the One-stop Service via the following procedures:

### **5.2 Disclosure and Reporting Procedure**

Individuals who experience or witness sexual violence may not want to file a complaint under this *Policy* or may request that the College not investigate, but may still disclose or report their experience to a person that they trust. If the person receiving the disclosure or report is a Member of the College Community, they will act in a manner pursuant to their *Roles and Responsibilities* as stipulated in *Section 4.1 of this Policy*, and refer the survivor/victim and/or witness to the One-stop Service.

**A survivor/victim or witness can disclose or report information to the One-stop Service at any time. The College is committed to responding to any disclosure or report within 7 days.**

The full range of support and services outlined under this *Policy* would remain available to the person disclosing or reporting regardless of whether or not a complaint is filed. To the greatest



extent possible, the College would respect the individual's choice not to proceed with a complaint and investigation. However, the College may not be able to fulfill the individual's wishes and the College may initiate an investigation if there is reason to believe that the survivor/victim, a member of the College community, or the broader community may be at risk of harm, or if the College has a legal obligation to investigate. In such cases, the survivor/victim has the right not to participate in such an investigation.

When receiving a disclosure or report, the Social Service Officer, as the delegate of the One-stop Service:

1. Welcomes and listens to the individual making the disclosure or report, accepting their account of events without question;
2. The Social Service Officer consults with the survivor/victim or witness and assesses the situation, and in consultation with the relevant service(s), recommends possible interventions. This recommendation can take many forms, including:
  - a. Implementation of accommodation measures may include postponing an examination, dropping a course, or transferring to a different course section without penalty, measures to limit the contact between the victim/survivor and the perpetrator or respondent, compensation for loss of scholarship;
  - b. Restorative measures (for example, mediation between the survivor/victim and the perpetrator);
  - c. Intervention in the work, study, or stage/internship environment;
  - d. Referral, accompaniment, and transmission of information to the survivor/victim or witness;
  - e. Filing a complaint at the College;
  - f. Pursuing criminal justice system procedures;
  - g. Referral to appropriate resources such as the Respectful Learning and Workplace Environment Advisor.

The appropriate intervention may include one or more of the measures described above, and these measures can be modified as needed. Once the measures are identified, the Social Service Officer recommends the measures by transmitting pertinent information (e.g. accommodation request) to the appropriate party (e.g. department Academic Advising).

**The college is committed to implementing intervention measures, once identified, as soon as possible, within 7 days.**

**The survivor/victim may put an end to the process at any time unless there is a risk of harm to them or to College Community.**

The One-stop Service will follow up with the survivor/victim or witness to ensure that the situation has been resolved. At any time following a disclosure or a report, if interventions are unsatisfactory to the survivor/victim or witness, they can proceed with a College Complaint

seeking official recognition of the sexual violence and possible sanctions to the perpetrator via the One-stop Service.

### **5.3 College Complaint Procedure**

Individuals who experience sexual violence may not want to report the incident through the criminal justice system, but may choose to file an internal complaint with Vanier College under this *Policy*. Unless contested by the survivor/victim, a witness may also file an internal complaint.

The College complaint procedure follows the procedure as outlined in the preceding section (*Section 5.2, Disclosure and Reporting Procedure*). Processes and options pertaining to intervention measures remain the same. A complaint, however, initiates an investigation with the intention that the College officially recognizes the incident of sexual violence and that sanctions are imposed on the perpetrator or respondent to the complaint.

Complaints must first be documented in writing via the Complaint Form, which is accessed through the One-stop Service. **Once the complaint form has been submitted, the College is committed to undertaking and completing a full investigation within 90 days.**

If the investigation continues at this point, then the respondent would be notified and informed of the investigation and provided with a summary of the complaint.

The Office of the Social Service Officer conducts the investigation through the application of this *Policy*. With the consent of the survivor/victim, the Sexual Violence Response Team will be notified of the complaint to work in conjunction with the Social Service Officer and provide support and guidance to the complainant as needed.

**Depending on the circumstances of the sexual violence complaint, the Office of the Director General may choose to have an external investigator handle the investigation.**

The complainant or survivor/victim may put an end to the process at any time.

The Office of the Social Service Officer will render a decision in the light of the investigation report. The persons concerned will be informed that a decision has been made.

The Office of the Social Service Officer and the SVRT will follow-up on the implementation of the measures.

### **5.4 Criminal Reporting Option**

The College cannot carry out criminal proceedings. Disclosing, reporting, or filing complaints of sexual violence do not replace avenues of recourse via the police and criminal justice system. Individuals who wish to pursue such avenues of criminal justice can access the One-stop Service and be accompanied through this process by the Social Service Officer or a member of

the SVRT if they wish. In such cases, the College will also initiate an internal investigation to ensure that the survivor/victim, Members of the College Community or broader community are not at risk of harm.

In Canada, in criminal matters, the age of consent for sexual activity is 16 years old. It is 18 years old in cases where there is a relationship of trust and authority, dependency, or exploitation.

### **5.5 Notes on Procedures**

In order to ensure that effective measures are put in place for the benefit of those who need them, the College stresses the importance of notifying the One-stop Service.

In some cases, a person outside the college (police officer, social worker, trusted person not working at the college) may transmit pertinent information to the One-stop Service. The One-stop Service is committed to working with external stakeholders only if the individual providing the information gives his or her consent, or if one or more Members of the College Community are at risk of harm.

Following the evaluations of disclosures and reports or investigations of complaints, the Social Service Officer will make recommendations to the SVRT and to the supervisor of this *Policy* to prevent a similar situation from arising. To protect the privacy and identity of the survivor/victim, only anonymous information is transmitted for the purposes of recommendations.

Should a survivor/victim and/or witness be unsatisfied with the handling of a disclosure, report, or complaint or feel re-victimized in the process, a complaint can be filed to the Office of the Director of Student Services.

## **6. SAFETY AND PREVENTION**

### **6.1 Safety and Security Measures to Combat Sexual Violence**

The College periodically verifies the safety layout of the premises, including lighting, door locks, physical monitoring, cyber-surveillance, and video surveillance.

Safety measures at this college include Campus Security (Front desk is in the main entrance, F wing) White Emergency Intercoms throughout campus, and a safe accompaniment service.

Vanier College Campus Security is responsible for the safety and security of the infrastructure of the College.

### **6.2 Sexual Violence Prevention, Awareness-Raising, and Training Measures**

In order to make known the phenomenon of sexual violence and to talk about it openly to combat it, the College will develop and implement an education strategy. Awareness-raising, prevention, and training activities will be offered and **mandatory** for all Members of the College Community and will address issues of sexual violence, legal information, bystander intervention, promote a culture of consent and encourage survivors/victims to access support.

These activities will be adapted to the target audiences of the college community and take into account their role in the institution. External partners, resources, and support will be accessed and invited to assist with these activities, as necessary.

Mandatory annual training activities must be organized each year for managers, employees, representatives of their respective associations and unions, and student association representatives.

## **7. POLICY ADMINISTRATION**

### **7.1 Accountability Mechanisms**

A Standing College Committee on Sexual Violence Prevention and Response has been established and is composed of professionals, support staff, faculty, and students to develop, review, and monitor this *Policy* to ensure it is followed. Furthermore, the Standing College Committee, in conjunction with the SVRT develops and implements the prevention, awareness-raising, and training measures, and regularly evaluates these measures for their impact, effectiveness, and relevance.

The College will ensure that all documentation collected or filed during the reporting and investigation procedures are handled in accordance with the [Act respecting Access to documents held by public bodies and the Protection of personal information](#).

The College will maintain annual statistics on matters relating to sexual violence without any identifying information in order to maintain confidentiality. Any external reporting of statistics will be in accordance with provincial regulations.

Vanier College will review this *Policy* every year for the first 3 years, following its adoption and afterward, every 5 years.

### **7.2 Adoption of *Policy***

This *Policy* is under the responsibility of the Director General. It was approved by the Board of Directors and adopted on November 20, 2018. This *Policy* enters into force on the day of its approval.

## **8. ADDITIONAL RESOURCES**

### **APPENDIX A: ADDITIONAL VANIER INTERNAL RESOURCES**

**Resources available at Vanier College for additional support and/or accompaniment:**

**Vanier College Students' Association (VCSA)**

Location: C-214

Contact: 514.744.7500 ext. 7065

[vcsavepresident@vaniercollege.qc.ca](mailto:vcsavepresident@vaniercollege.qc.ca)

**Services for Students Counselling Centre**

Location: C-203

Appointment by drop-in only via Student Services

**Open Door Network**

*Faculty and Staff Network advocating for/providing support to LGBTQIATS+ Community*

Contact: [odn@vaniercollege.qc.ca](mailto:odn@vaniercollege.qc.ca)

**U.M.B.R.E.L.L.A.**

*Student Group advocating for/providing support to LGBTQIATS+ Community*

Location: D-103

Contact: 514.744.7500 ext. 7065

[vcsaclubs1@vaniercollege.qc.ca](mailto:vcsaclubs1@vaniercollege.qc.ca)

[vcsaclubs2@vaniercollege.qc.ca](mailto:vcsaclubs2@vaniercollege.qc.ca)

**A'nówa:ra Indigenous Student Centre**

Location: B-205

<http://www.vaniercollege.qc.ca/indigenous/anowara-indigenous-student-center/>

**Vanier's Respectful Learning and Workplace Environment Advisor**

Location: D-530

[www.vaniercollege.qc.ca/respect-works](http://www.vaniercollege.qc.ca/respect-works).

**Ombudsperson (formerly known as Student Advocate)**

Location: C-203

Appointment by drop-in only via Student Services

**Registrar's Office**

Location: H-102

Contact: 514-744-7100

**Employee Assistance Plan**

<https://www.vaniercollege.qc.ca/human-resources/employee-assistance-plan/>

## **APPENDIX B: AVAILABLE EXTERNAL/COMMUNITY RESOURCES**

**Resources available in the greater community of Montreal (outside Vanier College) for additional support and/or accompaniment:**

### **Head & Hands**

*Community Organization providing services to Youth*

Contact: 514.481.0277

3465 avenue Benny, Montreal

<http://headandhands.ca/programs-services/>

### **Sexual Assault Victim Help Line 24/7**

Contact: 1.888.933.9007 or 514.933.9007

### **West Island CALACS**

*Centre d'aide et de lutte contre les agressions à caractère sexuel*

Contact: 514.684.2198

<http://www.calacsdelouest.ca/english.html>

### **CAVAC**

*Centre d'aide aux victimes d'actes criminels*

Contact: 1.866.532.2822

<http://www.cavac.qc.ca/english/network/montreal/index.html>

### **Montreal Sexual Assault Centre**

**via CLSC Métro and the Montreal General Hospital ER**

*Dedicated team who can coordinate evidence collection as well as STI testing and follow-up*

<http://www.cvasm.org/en/services-medicaux>

### **Tel-Jeunes**

*Provides a listening ear and allows you to talk to a counsellor about any issues or problems you may have*

Phone: 1.800.263.2266

Text: 514.600.1002