



# Sexual Violence and Harassment Policy

F S Beauty Development Ltd

Operating as the Academy of hairstyling and esthetics

Herein refer to as the Academy

1 Water St East Unit B12 Cornwall Ontario

**Updated Jan 15. 2023**

## 1. Policy Application

The Policy applies to all members of the Academy as defined, including students, staff, faculty, administrators, contract service providers, contractors, officers, directors and individuals who are directly connected to any connected with Academy initiatives, operations, volunteers and visitors.

## 2. The Scope

The Policy applies to complaints of sexual violence that have occurred at the Academy facility or at any event or offsite activity and involve members of the Academy as defined in paragraph one, the Policy Application.

## 3. Purpose and Intent

All members of the Academy students, staff, associate, have a right to study and work in an environment free of sexual violence.

This document sets out The Academy policy on sexual violence, defines the prohibited behaviours, and outlines the investigative processes for sexual violence.

## Policy Objectives

The Academy is committed to providing members of its community students employee's an educational environment free from sexual violence and treating those individuals who report incidents of sexual violence with dignity and respect.

To that end The Academy will educate faculty, staff and students about this Policy and how to identify situations that involve, or could progress into sexual violence and how to reduce these forms of prohibited behaviours.

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

- 1. responding promptly to any complaint and providing reasonable updates to the complainant and the respondent about the status of the investigation;**
- 2. assisting those who have experienced sexual violence in obtaining counselling and medical care;**
- 3. providing those who have experienced sexual violence with appropriate academic and other accommodation;**
- 4. providing those who have experienced sexual violence with information about reporting options; and**
- 5. Providing on-campus investigation procedures for sexual violence complaints.**

## **2. Definition of Sexual Violence**

This Policy prohibits sexual violence which means any sexual act or acts targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation...

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

All members of the Academy will take all reasonable steps to prevent sexual violence at the Academy facility or at any events and report immediately to the president or to the respective Academy Director if they are subject to, witness or have knowledge of sexual violence, or have reason to believe that sexual violence has occurred or may occur.

Subject to section 7 below, to the extent it is possible, the president and respective executive Program Director will attempt to keep all information disclosed confidential except in those circumstances it believes an individual is at imminent risk of self-harm, or of harming another, or there are reasonable grounds to believe that others in the Academy are at risk.

The Academy recognizes the right of the complainant to determine whether her or his complaint will be dealt with by the police and/or internally by the Academy. However,

in certain circumstances, the Academy may be required by law or its internal policies to initiate an internal investigation and/or inform police without the complainant's consent, if it believes the safety of members is at risk.

A formal report of an incident of sexual violence is not necessary to access supports, services or accommodations.

#### 4. **Investigating Reports of Sexual Violence**

A complaint of sexual violence may be filed under this Policy, by any Student/member of the Academy to the president of Academy or Academy Director, in writing.

The complaint should be addressed to:

Khal Ishrak President  
1969 Jasper Ave  
Ottawa Ontario  
K1V 0X9  
613 220 7171  
Email : kal@sacohairottawa.ca

Debbie Lemire Academy Director  
1 Water St East unit B12  
Cornwall Ontario  
Telephone 613 936-0111  
Email info@theacademyofhairstylingesthetics.com

Upon a complaint of alleged sexual violence being made, the president or Academy Director will initiate an investigation, **including as follows:**

- 1. Determining whether the incident should be referred immediately to police;**
- 2. Meeting with the complainant to determine the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred;**
- 3. Interviewing the complainant, any person involved in the incident and any identified witnesses;**
- 4. Interviewing any other person who may have knowledge of incidents related to the complaint or any other similar incidents;**
- 5. Informing the respondent of the complaint, providing details of the allegations and giving the respondent an opportunity to respond to those allegations;**
- 6. Providing reasonable updates to the complainant and the respondent about the status of the investigation; and**
- 7. Determining what disciplinary action, if any, should be taken.**

A complainant acting in good faith, who discloses or reports sexual violence, will not be subject to actions for violations of the Academy's policies related to drug and alcohol use at the time the alleged sexual violence took place.

During the Academy's investigative process, students who share their experience of sexual violence through disclosing, accessing support, and/or reporting to the institution, will not be asked irrelevant questions by the Academy's staff or investigators. Examples of such irrelevant questions would include those relating to past sexual history or sexual expression.

5. **Disciplinary Measures**

If it is determined by the Academy a member of its staff, teacher, students or any associate has been involved in sexual violence, or has been criminally charged with sexual violence or harassment, immediate disciplinary or corrective action will be taken, which may include termination of employment, contract, suspension or expulsion.

In cases where criminal proceedings are initiated, The Academy will assist police agencies, lawyers, insurance companies, and courts to the fullest extent.

Where criminal and/or civil proceedings are commenced in respect of allegations of sexual violence, The Academy may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.

6. **Making False Statements**

It is a violation of this Policy for anyone to knowingly make a false complaint of sexual violence or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and/or corrective action, up to and including termination of employment or expulsion.

7. **Reprisal**

It is a violation of this Policy to retaliate or threaten to retaliate against a complainant, acting in good faith, who has brought forward a complaint of sexual violence, provided information related to a complaint, or, otherwise been involved in the complaint investigation process.

8. **Complaints Made in Good Faith**

If students, in good faith, report an incident of or make a complaint about, sexual violence, they will not be subject to discipline or sanctions for violations of the private career college's policies relating to drug or alcohol use at the time the alleged sexual violence occurred;

9. **Irrelevant Questions**

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

10. **Review**

This policy will be reviewed periodically for necessary additions and amendments. It may also be revised from time to time based upon policies which may be issued by the Superintendent for the Ministry of Colleges and Universities, Private Career Colleges Branch.

**Resources**

Appendix 1 lists provincial rape crisis centres which could be provided as resources.

# Appendix 1

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

English

Assaulted Women's Helpline

Toll Free: 1-866-863-0511

#SAFE (#7233) on Bell, Rogers, Fido or Telus mobile

TTY: 416-364-8762

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

Français

Fem'aide

Telephone toll-free: 1-877-336-2433  
ATS: 1 866 860-7082  
[www.femaide.ca](http://www.femaide.ca)

## Sexual Assault/Domestic Violence Treatment Centres

35 [hospital-based centres that provide 24/7](#) emergency care to women. To locate the Sexual Assault/Domestic Violence Treatment Centre nearest you, follow [this link](#).

Local Alliston, Barrie, Collingwood, Midland and Orillia

Huronian Transition Homes operates La Maison Rosewood Shelter (Midland) & Athena's Sexual Assault Counselling and Advocacy Centre

24-hour crisis line:  
Barrie: 705-737-2008 or 1-800-987-0799  
Midland: 705-526-4211 or 1-800-461-175  
Office: 705-526-3221  
[www.huroniatransitionhomes.ca](http://www.huroniatransitionhomes.ca)

Belleville  
Sexual Assault Centre for Quinte and District  
Toll-Free: 1-877-544-6424  
Office: 613-967-6300  
[www.sacqd.com](http://www.sacqd.com)

Brantford  
Sexual Assault Centre of Brantford  
Crisis: 519-751-3471  
Office: 519-751-1164  
[sexualassaultcentre@sacbrant.ca](mailto:sexualassaultcentre@sacbrant.ca)  
<http://sacbrant.ca/>

Brockville  
Assault Response & Care Centre  
Office: (613) 345-3881 or 1-800-567-7415  
[arcc@bgh-on.ca](mailto:arcc@bgh-on.ca)  
[www.arc-c.ca](http://www.arc-c.ca)

<http://cksacc.org/> Chatham  
Chatham-Kent Sexual Assault Crisis Centre  
24 Hour Crisis Line: 519-354-8688  
Office/TTY: 519-354-8908  
<http://cksacc.org/>

#### Cornwall

Sexual Assault Support Services for Women  
Office: 613-932-1755  
<http://sassforwomen.ca/>  
Iethinisten:ha Women's Shelter  
Akwasasne Family Violence Program  
24 Hour Crisis: 1-800-480-4208  
Phone: 613-937-4322  
[www.akwasasne.ca/iethinistenha-women's-shelter](http://www.akwasasne.ca/iethinistenha-women's-shelter)

#### Eganville

Women's Sexual Assault Centre of Renfrew County  
24 hour crisis: 1-800-663-3060  
Office: 613-735-5551  
[www.wsac.ca](http://www.wsac.ca)

#### Guelph

Guelph-Wellington Women in Crisis  
Crisis: 519-836-5710  
1-800-265-7233  
Office: 519-823-5806  
[www.gwwomenincrisis.org](http://www.gwwomenincrisis.org)

#### Hamilton

Sexual Assault Centre (Hamilton and Area)  
Crisis: (905) 525-4162  
Office (905) 525-4573  
TTY: 905-525-4592  
[www.sacha.ca](http://www.sacha.ca)

#### Kingston

Sexual Assault Centre Kingston  
Crisis: 613-544-6424 or 1-877-544-6424  
Office: 613-545-0762  
[sack@sackington.com](mailto:sack@sackington.com)  
[www.sackington.com](http://www.sackington.com)

#### Kitchener-Waterloo

Sexual Assault Support Centre of Waterloo Region

Crisis: 519.741.8633  
Office: 519.571.0121  
[info@sascwr.org](mailto:info@sascwr.org)  
[www.kwsasc.org](http://www.kwsasc.org)

London  
Sexual Assault Centre London  
Crisis: 519-438-2272  
Office 519-439-0844  
TTY: 519-439-0690  
[sacl@sacl.ca](mailto:sacl@sacl.ca)  
[www.sacl.ca](http://www.sacl.ca)

E-Mail: [info@lawc.on.ca](mailto:info@lawc.on.ca)  
Peel Region  
Hope 24/7 (formerly the Sexual Assault/Rape Crisis Centre of Peel)  
Crisis: 1-800-810-0180  
Office: (905) 792-0821  
<http://hope247.ca/>

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

North Bay  
Amelia Rising Women's Sexual Assault Centre of Nippising/centre d'agressions sexuelles de nippising  
Crisis: 705-476-3355  
Office: 705-840-2403  
TTY: (705) 840-5877  
[info@ameliarising.ca](mailto:info@ameliarising.ca)  
[www.ameliarising.ca](http://www.ameliarising.ca)

Oakville  
Sexual Assault & Violence Intervention Services of Halton  
Crisis: 905-875-1555 or 1-877-268-8416  
Office: 905-825-3622  
[www.savisofhalton.org](http://www.savisofhalton.org)

Orangeville  
Family Transition Place



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

Ottawa  
Sexual Assault Support Centre  
Crisis: 613-234-2266  
Phone: 613-725-2160  
TTY: 613-725-1657  
[info@sascottawa.com](mailto:info@sascottawa.com)  
<http://sascottawa.com>

Ottawa Rape Crisis Centre  
Crisis: 613-562-2333  
Office: 613-562-2334  
<http://orcc.net/>

Peterborough & Kawartha  
Kawartha Sexual Assault Centre  
Crisis: (705) 741- 0260 or 1-866-298-7778  
Office/TTY: (705) 741-0260  
[www.kawarthasexualassaultcentre.com](http://www.kawarthasexualassaultcentre.com)

YWCA Peterborough Haliburton  
Crisis: 1-800-461-7656  
Office: 705.743.3526 x 130  
[www.ywcapeterborough.org](http://www.ywcapeterborough.org)

Sault Ste Marie  
Women in Crisis (Algoma) Inc.  
Crisis: 705-759-1230 or 1-877-759-1230  
[www.womenincrisis.ca](http://www.womenincrisis.ca)

Sarnia-Lambton  
Sexual Assault Survivors Centre Sarnia-Lambton  
Crisis: 519 337-3320 or 1-888-231-0536  
Office: (519) 337-3154  
[www.sexualassaultsarnia.on.ca](http://www.sexualassaultsarnia.on.ca)

Simcoe  
Haldimand & Norfolk Women's Service

Crisis: 1-800-265-8076  
TTY: 1-800-815-6419  
Office: 519-426-8048  
[hnws@hnws.on.ca](mailto:hnws@hnws.on.ca)  
[www.hnws.on.ca](http://www.hnws.on.ca)

St. Catherines  
Niagara Region Sexual Assault Centre  
Crisis: (905) 682-4584  
Office: (905) 682-7258  
[carsa@sexualassaultniagara.org](mailto:carsa@sexualassaultniagara.org)  
<http://sexualassaultniagara.org/>

Thunder Bay  
Thunder Bay Sexual Assault and Sexual Abuse Crisis and Counselling Centre  
Office: (807) 345-0894 or 1-866-311-5927  
[tbcounselling@tbsasa.org](mailto:tbcounselling@tbsasa.org)  
[www.tbsasa.org](http://www.tbsasa.org)

Timmins  
Timmins and Area Women in Crisis  
Crisis: 1-877-268-8380 (sexual assault)  
Crisis: 1-855-827-7233 (shelter)  
Office: (705) 268-8381  
[info@tawc.ca](mailto:info@tawc.ca)  
<http://www.tawc.ca/>

Toronto  
Oasis Centre des Femmes  
Téléphone : 416-591-6565  
Courriel : [services@oasisfemmes.org](mailto:services@oasisfemmes.org)  
<http://oasisfemmes.org/>

Toronto Rape Crisis Centre: Multicultural Women Against Rape  
Crisis: 416-597-8808  
Office: 416-597-1171  
[info@trccmwar.ca](mailto:info@trccmwar.ca)  
[crisis@trccmwar.ca](mailto:crisis@trccmwar.ca)  
[www.trccmwar.ca](http://www.trccmwar.ca)

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

Woodstock  
Domestic Abuse Services Oxford  
Crisis: 519 539-4811 or 1-800-265-1938  
[info@daso.ca](mailto:info@daso.ca)  
[www.daso.ca](http://www.daso.ca)