



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 August 2022

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 : khal@headlinersbeautybar.com

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

Français

Fem'aide

Telephone toll-free: 1-877-336-2433
ATS: 1 866 860-7082
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

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

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

Brockville
Assault Response & Care Centre
Office: (613) 345-3881 or 1-800-567-7415
arcc@bgh-on.ca
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

Eganville

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

Guelph

Guelph-Wellington Women in Crisis
Crisis: 519-836-5710
1-800-265-7233
Office: 519-823-5806
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

Kingston

Sexual Assault Centre Kingston
Crisis: 613-544-6424 or 1-877-544-6424
Office: 613-545-0762
sack@sackington.com
www.sackington.com

Kitchener-Waterloo

Sexual Assault Support Centre of Waterloo Region

Crisis: 519.741.8633
Office: 519.571.0121
info@sascwr.org
www.kwsasc.org

London
Sexual Assault Centre London
Crisis: 519-438-2272
Office 519-439-0844
TTY: 519-439-0690
sacl@sacl.ca
www.sacl.ca

E-Mail: 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

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
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

Orangeville
Family Transition Place

Crisis: 1-800-265-9178
Office: 519-942-4122
www.familytransitionplace.ca

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

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

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

YWCA Peterborough Haliburton
Crisis: 1-800-461-7656
Office: 705.743.3526 x 130
www.ywcapeterborough.org

Sault Ste Marie
Women in Crisis (Algoma) Inc.
Crisis: 705-759-1230 or 1-877-759-1230
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

Simcoe
Haldimand & Norfolk Women's Service

Crisis: 1-800-265-8076

TTY: 1-800-815-6419

Office: 519-426-8048

hnws@hnws.on.ca

www.hnws.on.ca

St. Catherines

Niagara Region Sexual Assault Centre

Crisis: (905) 682-4584

Office: (905) 682-7258

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

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

<http://www.tawc.ca/>

Toronto

Oasis Centre des Femmes

Téléphone : 416-591-6565

Courriel : 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

crisis@trccmwar.ca

www.trccmwar.ca

Windsor

Sexual Assault Crisis Centre of Essex County

Crisis: 519-253-9667

www.saccwindsor.net

Woodstock
Domestic Abuse Services Oxford
Crisis: 519 539-4811 or 1-800-265-1938
info@daso.ca
www.daso.ca