



## **Harris Institute 2024 Sexual Violence & Harassment Policy**

### **1. Sexual Violence Policy**

(a) [Harris Institute](#) is committed to providing its students with an educational environment free from sexual violence and treating its students who report incidents of sexual violence with dignity and respect.

(b) [Harris Institute](#) has adopted this Sexual Violence Policy, which defines sexual violence and outlines its training, reporting, investigation and disciplinary responses to complaints of sexual violence made by its students that have occurred on its campus, or at one of its events and involve its students.

(c) The person accused of engaging in sexual violence will be referred to as the “Respondent” and the person making the allegation as the “Complainant”.

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

Sexual violence means 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.

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

(a) [Harris Institute](#) shall include a copy of the Sexual Violence Policy in every contract made between it and its students, and provide a copy of the Sexual Violence Policy to career college management (corporate directors, controlling shareholders, owners, partners, other persons who manage or direct the career college’s affairs, and their agents), instructors, staff, other employees and contractors and train them about the policy and its processes of reporting, investigating and responding to complaints of sexual violence involving its students. \*Any company participating in offering student internships on their premises must provide an undertaking in writing that it is in compliance with all applicable legislation, including the Ontario Human Rights Code and the Occupational Health and Safety Act and will provide students access to those policies should they encounter issues relating to sexual violence in the workplace.

(b) The Sexual Violence Policy shall be published on its website (or where the Career College does not have a website in a conspicuous location on each of its campuses).

(c) Career college management, instructors, staff, other employees and contractors of Harris Institute will report incidents of or complaints of sexual violence to the Registrar's office upon becoming aware of them.

(d) Students who have been affected by sexual violence or who need information about support services should contact John Harris, President.

(e) Subject to Section 4 below, to the extent it is possible, [Harris Institute](#) will attempt to keep all personal information of persons involved in the investigation confidential except in those circumstances where it believes an individual is at imminent risk of self-harm, or of harming another, or there are reasonable grounds to believe that others on its campus or the broader community are at risk. This will be done by:

(i) ensuring that all complaints/reports and information gathered as a result of the complaint/reports will be only available to those who need to know for purposes of investigation, implementing safety measures and other circumstances that arise from any given case; and

(ii) ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent.

(f) [Harris Institute](#) recognizes the right of the Complainant not to report an incident of or make a complaint about sexual violence or not request an investigation and not to participate in any investigation that may occur.

(g) Notwithstanding (f), in certain circumstances, [Harris Institute](#) may be required by law or its internal policies to initiate an internal investigation and/or inform police without the complainant's consent if it believes the safety of members of its campus or the broader community is at risk.

(h) In all cases, including (f) above, [Harris Institute](#) will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact John Harris, President.

In this regard, [Harris Institute](#) will assist students who have experienced sexual violence in obtaining counseling and medical care, and provide them with information about sexual violence supports and services available in the community as set out in **Appendix 1** attached hereto. Students are not required to file a formal complaint in order to access supports and services.

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

(a) Under this Sexual Violence Policy, any student of [Harris Institute](#) may file a report of an incident or a complaint to John Harris, President, in writing. The other officials, offices or departments that will be involved in the investigation are faculty member, Anne-Marie Smith.

(b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, John Harris, President will respond promptly and:

(i) determine whether an investigation should proceed and if the Complainant wishes to

participate in an investigation;

(ii) determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;

(iii) determine whether the incident should be referred immediately to the police;

In such cases or where civil proceedings are commenced in respect of allegations of sexual violence, [Harris Institute](#) may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and

(iv) determine what interim measures ought to be put in place pending the investigation process such as removal of the Respondent or seeking alternate methods of providing necessary course studies.

(c) Once an investigation is initiated, the following will occur:

(i) the Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation;

(ii) interviewing the Complainant to ensure a complete understanding of the allegation and gathering additional information that may not have been included in the written complaint such as the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred. The school is committed to ensuring that investigations into reports or complaints of sexual violence are handled with dignity and respect. Investigators and staff will not ask inappropriate or irrelevant questions, including inquiries into the Complainant's sexual history, sexual expression, or their use of drugs or alcohol at the time of the alleged incident. Additionally, students who report incidents or make complaints in good faith will not be penalized for violations of the school's policies on drug or alcohol use that occurred when the alleged sexual violence took place;

(iii) informing and interviewing the Respondent of the complaint, providing details of the allegations and giving the Respondent an opportunity to respond to those allegations and to provide any witnesses the Respondent feels are essential to the investigation;

(iv) interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses;

(v) providing reasonable updates to the Complainant and the Respondent about the status of the investigation; and

(vi) following the investigation, the John Harris, President will:

(A) review all of the evidence collected during the investigation;

(B) determine whether sexual violence occurred; and if so

(C) determine what disciplinary action, if any, should be taken as set out in **Section 5 below**.

## **5. Disciplinary Measures**

(a) If it is determined by [Harris Institute](#) that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include:

(i) disciplinary action up to and including termination of employment of instructors or staff; or

(ii) expulsion of a student; and /or

(iii) the placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or

(iv) any other actions that may be appropriate in the circumstances.

## **6. Appeal**

(a) Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to John Harris within 10 days by submitting a letter addressed to John Harris advising of the person's intent to appeal the decision.

## **7. Making False Statements**

(a) It is a violation of this Sexual Violence & Harassment Policy for anyone to knowingly make a false complaint of sexual violence or to provide false information about a complaint.

(b) Individuals who violate this Sexual Violence Policy are subject to disciplinary and / or corrective action up to and including termination of employment of instructors or staff or expulsion of a student.

## **8. Reprisal**

(a) It is a violation of this Sexual Violence & Harassment Policy to retaliate or threaten to retaliate against a complainant who has brought forward a complaint of sexual violence, provided information related to a complaint, or otherwise been involved in the complaint investigation process.

(b) Individuals who violate the Sexual Violence & Harassment Policy are subject to disciplinary and /or corrective action, up to and including termination of employment of instructors or staff or expulsion of a student

## **9. Review**

(a) Harris Institute shall ensure that student input is considered in the development of its Sexual Violence & Harassment Policy and every time it is reviewed or amended.

(b) [Harris Institute](#) shall review its Sexual Violence & Harassment Policy 3 years after it is first implemented and amend it where appropriate. This date is July 2017.

## **10. Collection of Student Data**

(a) Harris Institute shall collect and be prepared to provide upon request by the Superintendent

of Private Career Colleges such data and information as required according to Subsections 32.3 (8), (9) and (10) of Schedule 5 of the Private Career Colleges Act, 2005 as amended.

***This document is intended to be a Sexual Violence and Harassment Policy Guideline and does not constitute legal advice.***

## **Appendix 1**

The following represents a list of local Provincial Rape Crisis Centres that could be provided as resources:

Canadian Association of Sexual Assault Centres

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)

Fem'aide  
Telephone Toll-Free: 1-877-336-2433  
ATS: 1 866 860-7082  
[www.femaide.ca](http://www.femaide.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)

### **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, visit <https://www.satcontario.com/>