

SOUTHWEST FIRE ACADEMY		POLICY-600-001 Rev.002	
POLICY	SECTION: 600 - Procedures		
	TITLE: Violence and Sexual Harassment Policy		
	Date Approved: June 1, 2015		Current Revision Date: November 11, 2019
Subject: Policy Intent and Application			
Scope: This Policy applies to all employee's and students of Southwest Fire Academy			
Purpose: The Policy applies to complaints of sexual violence / harassment that have occurred on Southwest Fire Academy campus or at a one of our events and involve our students or staff. All Southwest Fire Academy students and staff have a right to study and work in an environment free of sexual violence / harassment. This document sets out our policy on sexual violence / harassment involving our students, defines the prohibited behaviours, and outlines our investigative processes for sexual violence / harassment.			
Procedure: Southwest Fire Academy is committed to providing our students with an educational environment free from sexual violence / harassment and treating those students who report incidents of sexual violence / harassment with dignity and respect. To that end Southwest Fire Academy will educate our students, faculty and staff about this Policy and how to identify situations that involve or could progress into sexual violence / harassment against our students and how to reduce it.			

Where a complaint has been made, under this Policy, of sexual violence / harassment SFA will take all

reasonable steps to investigate it, including as follows:

1. Provide on-campus investigation procedures to students and staff for sexual violence / harassment complaints
2. Respond promptly to any complaint and providing reasonable updates to the complainant and the respondent about the status of the investigation
3. Assist students or staff who have experienced sexual violence / harassment in obtaining counselling and medical care
4. Providing students or staff who have experienced sexual violence / harassment with appropriate academic or other accommodation
5. Providing students who have experienced sexual violence / harassment with information about reporting options

Definition of Sexual Violence / Harassment:

This Policy prohibits sexual violence / harassment which means any sexual act or act targeting a person's sexuality, 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.

Reporting and Responding to Sexual Violence / Harassment:

Students, faculty and staff of SFA will take all reasonable steps to prevent sexual violence involving our students on our campus or events by reporting immediately to the SFA President if our students have been subject to, or they have witnessed or have knowledge of sexual violence / harassment involving our students or have reason to believe that sexual violence / harassment has occurred or may occur which involves our students.

Subject to paragraph 7 below, to the extent it is possible, the SFA President 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 on our campus or the broader community are at risk.

SFA recognizes the right of the complainant to determine how her or his complaint will be dealt with. However, in certain circumstances, SFA 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.

Investigating Reports of Sexual Violence / Harassment:

A complaint of sexual violence / harassment may be filed under this Policy, by any student of SFA in writing. Upon a complaint of alleged sexual violence / harassment being made the SFA President 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.

Disciplinary Measures:

If it is determined by SFA that a student has been involved in sexual violence / harassment, immediate disciplinary or corrective action will be taken up to and including termination of employment of instructors or staff or expulsion of a student.

In cases where criminal proceedings are initiated, SFA 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 / harassment SFA may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.

Making False Statements:

It is a violation of this Policy for anyone to knowingly make a false complaint of sexual violence / harassment 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 of instructors or staff or expulsion of a student.

Reprisals:

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 / harassment, provided information related to a complaint, or otherwise been involved in the complaint investigation process.

Review:

This policy will be reviewed every three years.

References:

1. Section 21 Guidance Notes
2. Ministry of Colleges and Universities
3. Assaulted Women's Helpline
Toll Free: 1-866-863-0511
#SAFE (#7233) on Bell, Rogers, Fido or Telus mobile
TTY: 416-364-8762
4. Simcoe / Haldimand & Norfolk Women's Service
Crisis: 1-800-265-8076
TTY: 1-800-815-6419
Office: 519-426-8048

Notes:



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