

## **SEXUAL ASSAULT AND SEXUAL VIOLENCE POLICY (SASVP)**

Oxford College of Arts, Business and Technology, Inc. (Oxford College) is committed to providing a safe, respectful, and supportive learning and working environment. The College does not tolerate any form of violence, whether verbal, written, physical, or sexual. Sexual violence can have significant and lasting impacts on those who experience or witness it. This policy outlines definitions, reporting procedures, available supports, investigation processes, and responsibilities relating to sexual assault and sexual violence at Oxford College.

Oxford College affirms that students are not required to report an incident of sexual violence or make a complaint in order to obtain supports or services. Students may access accommodations, assistance, counselling referrals, and community resources regardless of whether they choose to participate in any reporting or investigative process.

### **1. Definitions**

Sexual violence refers to any sexual act or act targeting an individual's sexuality, gender identity, or gender expression that is committed, threatened, or attempted without consent. This includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, sexual exploitation, and other forms of unwanted sexual behavior.

Sexual harassment includes unwelcome conduct, comments, gestures, or actions of a sexual nature that negatively affect a person's dignity or that create an intimidating, hostile, or offensive environment. Examples include unwanted touching, inappropriate staring, sexual jokes, comments about a person's appearance or gender, sexually explicit messaging, questions about sexual activity, spreading sexual rumors, or pressuring someone for sexual favors.

Consent refers to the voluntary, informed, and ongoing agreement to engage in sexual activity. Consent cannot be obtained through coercion, manipulation, threats, abuse of power, or when an individual is incapacitated or unconscious.

### **2. Reporting and Disclosure Procedures**

1. Students who experience or witness sexual violence are encouraged to report it to the Campus Manager or designate. Reporting is not required for students to access supports or accommodations.

2. The Campus Manager or designate will provide a safe and private space for disclosure or reporting, either in person or through secure virtual communication.
3. The Campus Manager or designate will reassure the complainant that their identity will be kept confidential to the greatest extent possible and that they will not experience retaliation or reprisal for reporting.
4. Students may request that no investigation be initiated and may choose not to participate in any investigation.
5. Students who wish to initiate a formal complaint may complete the Sexual Assault and Sexual Violence Complaint Form and are encouraged to provide detailed information including dates, times, locations, and names of witnesses.
6. The Campus Manager or designate will provide the following written statement:  
“Under Oxford College’s sexual assault and sexual violence complaint policy, students who disclose their experience of sexual violence through reporting an incident of, making a complaint about, or accessing support services for sexual violence will not be asked irrelevant questions during the investigation, including irrelevant questions relating to their sexual expression or past sexual history.”
7. Once a written complaint is filed, the Campus Manager or designate will initiate a fair and impartial investigation. All individuals involved are presumed innocent until sufficient evidence is gathered.
8. Depending on circumstances, the Campus Manager or designate may refer the matter to police. With the complainant’s consent, informal resolution may be explored when appropriate.
9. The complainant will be provided with contact information for crisis lines, sexual assault treatment centres, counselling resources, and advocacy services.
10. The complainant has the right to be accompanied by a support person at any point in the process and may allow the support person to speak on their behalf when needed.
11. Oxford College will provide reasonable accommodations such as class schedule adjustments, assignment extensions, modified placement arrangements, or temporary withdrawal without academic or financial penalty.
12. The identities of all individuals involved will be kept confidential to the greatest extent possible. Parties will be instructed not to discuss the matter publicly or on social media.
13. If an investigation proceeds, the Campus Manager will notify the Vice President responsible for academic oversight.
14. The Vice President and all individuals participating in the investigation must maintain confidentiality.
15. The complainant will be informed of decisions made during the investigation and of the final outcome.
16. If the complainant is not satisfied with the decision, they may appeal through the Oxford College Complaint Policy.

17. Any student found to have engaged in sexual violence, whether verbally, physically, electronically, or in writing, will be subject to disciplinary action up to and including expulsion.

### **3. Training and Awareness**

Oxford College will provide training on this policy to the President, senior management, Campus Managers, faculty, staff, contractors, and students. Training will include how to recognize, respond to, and report sexual violence, the supports available, the confidentiality practices required, and procedures for conducting fair and trauma-informed investigations.

Information about this policy will be communicated through orientation, staff training sessions, student handbooks, faculty handbooks, and the College website.

### **4. Policy Review and Student Feedback**

Oxford College will review this policy every three years or sooner if required. Students will have the opportunity to provide anonymous feedback on the policy at any time. Student feedback will be reviewed regularly, and updates will be implemented where appropriate to strengthen student safety and support.

### **5. Publication**

This policy will be posted on the Oxford College website, included in student and faculty handbooks, and displayed prominently at each campus.

### **6. Available Resources and Support Services**

Students may access any of the following resources whether or not they choose to report an incident of sexual violence.

#### **Barrie Campus Region**

Athena's Sexual Assault Counselling and Advocacy Centre  
Helpline 1 866 863 0511  
Women and Children's Shelter of Barrie  
115 Edgehill Drive  
705 721 9977

### **Peterborough Campus Region**

Sexual Assault and Domestic Violence Program  
Women's Care Centre  
157 Charlotte Street  
705 743 4132

### **Scarborough Campus Region**

Sexual Assault and Domestic Violence Care Centre  
The Scarborough Hospital Grace Campus  
3030 Birchmount Road  
416 495 2555

### **Toronto Campus Region**

Toronto Rape Crisis Centre  
Main Line 416 597 1171  
Counselling Line 416 597 8808  
Women's College Hospital Sexual Assault and Domestic Violence Care Centre  
76 Grenville Street  
416 323 6040

### **Mississauga Campus Region**

Sexual Assault Care and Counselling Centre  
Trillium Health Centre  
100 The Queensway West  
905 848 7580 extension 2142

### **Burlington Campus Region**

SAVIS Sexual Assault and Violence Intervention Services  
1515 Rebecca Street  
905 825 3622

## **Provincial and National Resources**

Assaulted Women's Helpline

Toll Free 1 866 863 0511

TTY 416 364 8762

Femaide

Toll Free 1 877 336 2433

TTY 1 866 860 7082

Canadian Association of Sexual Assault Centres

Information on regional support services

Mental Health Helpline

[www.mentalhealthhelpline.ca](http://www.mentalhealthhelpline.ca)

## **7. Disclosure to the Superintendent**

Oxford College will provide the Superintendent with a report upon request that includes:

- a. The number of times support services and accommodations related to sexual violence were requested and provided
- b. The measures the College has implemented to ensure that support services and awareness programs are available
- c. The number of complaints and reported incidents relating to sexual assault and sexual violence
- d. An assessment of the effectiveness of the Sexual Assault and Sexual Violence Policy

No names or personal identifying information will be disclosed in this report.

## **8. Amendments**

The following amendments apply to this policy.

### **Protections for Students Reporting Sexual Violence**

Students who in good faith report or disclose an incident of sexual violence will not be disciplined for violations of College policies relating to drug or alcohol use that occurred at the time of the incident. This protection ensures that students can safely come forward without fear of being penalized.

Students who disclose an experience of sexual violence will not be asked irrelevant questions during any investigation, including irrelevant questions relating to sexual expression or past sexual history.

### **Requirements for Fair Investigations**

Investigations must be conducted respectfully and without unnecessary or intrusive questioning. All processes must uphold fairness and preserve the dignity of every individual involved.

### **Employee Misconduct Toward Students**

If any employee commits sexual misconduct toward a student, the College may impose serious disciplinary action including dismissal. In such circumstances:

- Termination or disciplinary measures will be considered just cause for all employment purposes.
- The employee will not be entitled to notice, termination pay, compensation, or restitution resulting from the disciplinary action.
- No employment agreement or internal policy may override these conditions.
- No adjudicator or arbitrator may replace the disciplinary measure with an alternative penalty.

These provisions ensure that students are protected and that employees who commit sexual misconduct do not have access to reinstatement that may jeopardize student safety.

### **Updated Review Edition: 2025**

This policy replaces all previous versions and reflects Oxford College's commitment to prevention, response, trauma-informed support, and regulatory compliance.