

# Alpha Transport Training Centre

407 Rexdale Blvd. Etobicoke ON M9W 6P8

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## **Career College Sexual Violence Policy (March 2022)**

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

- (a) Alpha Transport Training Centre 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) Alpha Transport Training Centre has adopted this Sexual Violence Policy, which defines sexual violence and outlines its training, reporting, investigative 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) Alpha Transport Training Centre will 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). Career college management, instructors, staff, other employees and contractors of Alpha Transport Training Centre will report incidents of or complaints of sexual violence to Palvinder Grover at Alpha Transport Training Centre (905-672-7889) upon becoming aware of them.
- (c) Students who have been affected by sexual violence or who need information about support services should contact Palvinder Grover at Alpha Transport Training Centre (905-672-7889).
- (d) Subject to Section 4 below, to the extent it is possible, Alpha Transport Training Centre 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.

- (e) Alpha Transport Training Centre 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.
- (f) Notwithstanding (e) above, in certain circumstances, Alpha Transport Training Centre 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.
- (g) In all cases, including (e & f) above and (h) below, Alpha Transport Training Centre will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact Palvinder Grovera at 905-672-7889.
- (h) In this regard, Alpha Transport Training Centre will assist students who have experienced sexual violence in obtaining counselling 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.
- (i) 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.

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

- (a) Under this Sexual Violence Policy, any student of Alpha Transport Training Centre may file a report of an incident or a complaint to Palvinder Grovera in writing.
- (b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Palvinder Grovera will respond promptly and determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation;
  - (i) Determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;
  - (ii) 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, Alpha Transport Training Centre may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and
- (c) 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.
- (d) 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;
  - (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, Palvinder Grovera 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.
- (e) Students who disclose their experience of sexual violence reporting an 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.

## **5. Disciplinary Measures**

If it is determined by Alpha Transport Training Centre that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include:

- (a) disciplinary action up to and including termination of employment of instructors or staff; or
- (b) expulsion of a student; and /or
- (c) the placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or
- (d) any other action that may be appropriate in the circumstances.

## **6. Appeal**

Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to Dr. Kanwarjeet Kaur within 10 days by submitting a letter addressed to Dr. Kanwarjeet Kaur at Alpha Transport Training Centre, 407 Rexdale Blvd. Etobicoke ON M9W 6P8 or by email advising of the person's intent to appeal the decision.

## **7. Making False Statements**

- (a) It is a violation of this Sexual Violence 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 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 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) Alpha Transport Training Centre shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.
- (b) Alpha Transport Training Centre shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. The review date will be June 30, 2020.

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

Alpha Transport Training Centre 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.

## **Appendix 1**

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

### **Canadian Association of Sexual Assault Centers, Ontario Provincial**

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 Centers**

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

### **Alliston, Barrie, Collingwood, Midland and Orillia**

Huron Transition Homes operates La-Maison Rosewood Shelter (Midland) & Athena's Sexual Assault Counseling 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)

### **Bracebridge**

Muskoka/Parry Sound Sexual Assault Services

Parry Sound District Office:

Office: (705) 774-9083 or 1-877-851-6662

Muskoka District Office:

Office: (705) 646-2122 or 1-877-406-1268

[www.daphnewymn.com](http://www.daphnewymn.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**

AssaultResponse&Care Centre  
Office:(613)345-3881 or1-800-567-7415  
[arcc@bgh-on.ca](mailto:arcc@bgh-on.ca)  
[www.arc-c.ca](http://www.arc-c.ca)

**Chatham**

Chatham-KentSexual AssaultCrisisCentre 24-HourCrisisLine:519-354-8688 Office/TTY:519-354-8908  
<http://cksacc.org/>

**Cornwall**

Sexual AssaultSupportServicesforWomen  
Office: 613-932-1755  
<http://sassforwomen.ca/>

Iethinisten:haWomen'sShelter  
Akwasasne Family Violence Program  
24-HourCrisis:1-800-480-4208  
Phone:613-937-4322  
[www.akwesasne.ca/iethinistenha-women's-shelter](http://www.akwesasne.ca/iethinistenha-women's-shelter)

**DurhamRegion**

DurhamRape CrisisCentre  
Crisis:905-668-9200  
Office:905-444.9672  
[info@drcc.ca](mailto:info@drcc.ca)  
[www.drcc.ca](http://www.drcc.ca)

**Eganville**

Women'sSexual Assault CentreofRenfrewCounty  
24-HourCrisis:1-800-663-3060  
Office:613-735-5551  
[www.wsac.ca](http://www.wsac.ca)

**Guelph**

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

**Hamilton**

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

**Kenora**

KenoraSexual AssaultCentre  
Crisis:(807)468-7233or1-800-565-6161  
Office:(807)468-7958  
[www.kenoralsexualassaultcentre.com](http://www.kenoralsexualassaultcentre.com)

**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)

London Abused Women's Centre  
Office: 519-432-2204  
E-Mail: [info@lawc.on.ca](mailto:info@lawc.on.ca)  
<http://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 Nipissing / centre d'agressions sexuelles de Nipissing  
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**

FamilyTransitionPlace

Crisis:1-800-265-9178

Office:519-942-4122

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

**Ottawa**

Sexual AssaultSupport 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 CrisisCentre

Crisis:613-562-2333

Office:613-562-2334

<http://orcc.net/>

**Peterborough&Kawartha**

Kawartha Sexual AssaultCentre

Crisis:(705)741-0260 or1-866-298-7778

Office/TTY: (705)741-0260

[www.kawarthasexualassaultcentre.com](http://www.kawarthasexualassaultcentre.com)

YWCAPeterborough Haliburton

Crisis:1-800-461-7656

Office:705.743.3526 x130

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

**SaultSteMarie**

Women in Crisis(Algoma)Inc.

Crisis:705-759-1230or1-877-759-1230

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

**Sarnia-Lambton**

Sexual AssaultSurvivorsCentreSarnia-Lambton

Crisis:519337-3320or1-888-231-0536

Office:(519)337-3154

[www.sexualassaultsarnia.on.ca](http://www.sexualassaultsarnia.on.ca)

**Simcoe**

Haldimand&NorfolkWomen'sService

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.Catherine's**

NiagaraRegionSexual AssaultCentre

Crisis: (905)682-4584

Office:(905)682-7258

[carsa@sexualassaultniagara.org](mailto:carsa@sexualassaultniagara.org)

<http://sexualassaultniagara.org/>

**ThunderBay**

ThunderBaySexual Assaultand Sexual Abuse Crisisand CounselingCentre

Office:(807)345-0894 or1-866-311-5927

[tbcounselling@tbsasa.org](mailto:tbcounselling@tbsasa.org)

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

**Timmins**

Timmins andAreaWomen 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**

OasisCentredesFemmes

Téléphone:416-591-6565

Courriel: [services@oasisfemmes.org](mailto:services@oasisfemmes.org)

<http://oasisfemmes.org/>

Toronto Rape CrisisCentre:MulticulturalWomenAgainstRape

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 AssaultCrisisCentreofEssexCounty

Crisis:519-253-9667

[www.saccwindsor.net](http://www.saccwindsor.net)

**Woodstock**

DomesticAbuse Services Oxford

Crisis:519539-4811or1-800-265-1938

[info@daso.ca](mailto:info@daso.ca)

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