



Confederation
COLLEGE

SEXUAL ASSAULT & SEXUAL VIOLENCE PROTOCOL

**maintaining a SAFE & RESPECTFUL campus
for everyone**

1. ALL THOSE WHO EXPERIENCE SEXUAL VIOLENCE HAVE A RIGHT TO:

- be treated with compassion, dignity and respect,
- be believed,
- be informed about on- and off-campus services and resources,
- decide whether or not to access available services and to choose those services they feel will be most beneficial,
- decide whether to report to campus security and/or local police,
- have an on-campus investigation with the institution's full cooperation,
- have a safety plan, and
- have reasonable and necessary actions taken to prevent further unwanted contact with the alleged perpetrator(s).

2. IF YOU HAVE EXPERIENCED SEXUAL VIOLENCE:

Individuals who have experienced sexual violence often find it difficult to disclose.

Confederation College **recognizes the challenges faced by those who have experienced sexual violence, but urges individuals to seek support for their own healing.**

IF YOU FEEL UNSAFE, GO TO A PLACE WHERE YOU FEEL SAFE:

- if you live in residence, go to a trusted friend, your Residence Advisor, or another Residence staff member;
- if you don't live in residence, or are not a student, go to a trusted friend or relative
- at the Thunder Bay campus, go to:
 - the Counselling Office: Shuniah Building, Room 153 (M-F, 8:30 AM – 4:30 PM): (807) 475-6618, or Toll Free: 1-800-465-5493,
 - the Public Safety – Security Office: Shuniah Building, Room 142 (office: M – F, 7 AM – 7 PM; security assistance: 24 hours): (807) 623-0465, or 922 from a College phone

IF YOU ARE IN DANGER, OR ARE INJURED, CALL:

- for Police and / or Ambulance assistance: 911
- call for Security at the Thunder Bay Campus (24 hours): (807) 623-0465, or 922 from a College phone

IF YOU ARE IN CRISIS, 24 HOUR TELEPHONE SUPPORT IS AVAILABLE:

- Assaulted Women's Helpline: 1-866-863-0511 (Toll Free) 1-866-863-7868 (TTY)
- Thunder Bay Sexual Assault & Sexual Abuse Counselling and Crisis Centre: (807) 344-4502
- Kenora Sexual Assault Centre: (807) 468-7233 or 1-(800) 565-6161 (Toll Free)
- **Students:** Good2Talk (Ontario's Postsecondary Student Helpline): 1-866-925-5454 (Toll Free)
- **Employees:** Employee and Family Assistance Program: Sheppell-fgi: 1-800-387-4765 (Toll Free)

TO ACCESS COLLEGE SUPPORT AND RESOURCES, OR FOR A REFERRAL TO OFF-CAMPUS SUPPORT AND RESOURCES:

Individuals who have experienced sexual violence are under no obligation to file a formal complaint in order to access on-campus support or resources, or to be referred to off-campus support and resources.

To access support or resources, you may contact the offices directly, or you may contact the following individuals to assist you with your options:

- **Students:** Linda Gluck at Counselling Services in the Student Success Office, (807) 475-6618, or Toll Free: 1-800-465-5493, Shuniah Building, Room 153
- **Students Living in Residence:** Elaine Wilson, General Manager (Campus Living Centres): (807) 475-6334 or Cell Phone: (807) 356-0367, Sibley Hall, Room 149
- **Students at Regional Campuses:** Directors at the Regional Campuses can assist you in contacting staff located at the Thunder Bay Campus:
 - Sandra Turner, Manager, Rainy River District Campus*, Fort Frances: (807) 274-5395, ext. 4813
 - Laura Christie, Director, Lake of the Woods Campus*, Kenora: (807) 468-3121
 - Angelina Anderson, Director:
 - Dryden Campus*: (807) 223-3035
 - Sioux Lookout Campus*: (807) 737-2851, ext. 4702
 - Red Lake Campuses*: (807) 727-2604
 - Anne Renaud, Director, Greenstone Campus (Geraldton), Northshore Campus and Wawa Campus: (807)275-9415
- **Employees of the College:** Jeannine Verdenik, Director (Human Resources & Organizational Development): (807) 475-6267, Shuniah Building, Room A213
- **Other Members of the College Community:** Marla Peuramaki, Senior Manager (Public Safety & Risk Management): (807) 475-6624, Shuniah Building, Room B103

* Denotes campuses in Central Time Zone.

IF YOU WOULD LIKE TO FILE A COMPLAINT, CONTACT:

If the alleged perpetrator is a member of the College community, you may file an informal (information) complaint, or a formal complaint that will result in an investigation.

The following individuals can assist you in filing either an informal (information) complaint, or a formal complaint:

- **Students:** Linda Gluck at Counselling Services in the Student Success Office, (807) 475-6618, or Toll Free: 1-800-465-5493, Shuniah Building, Room 153
- **Students Living in Residence:** Elaine Wilson, General Manager (Campus Living Centres): (807) 475-6334 or Cell Phone: (807) 356-0367, Sibley Hall, Room 149
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 - Sandra Turner, Manager, Rainy River District Campus*, Fort Frances: (807) 274-5395, ext. 4813
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- **Employees of the College:** Jeannine Verdenik, Director (Human Resources & Organizational Development): (807) 475-6267, Shuniah Building, Room A213
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To find out how the College will respond to a complaint of sexual violence, click this link.

Individuals who have experienced sexual violence may also wish to press charges under the *Criminal Code*. Any of the individuals listed above can also assist you with contacting the local Police.

* Denotes campuses in Central Time Zone.

COLLEGE SUPPORT AND RESOURCES:

While everyone on campus has a role to play in responding to incidents of sexual violence, some campus members have specific responsibilities*, including:

- **Services to Students:**

- Counselling, emotional support and referral to off-campus resources, through Linda Gluck, Counselling Office, Student Success Centre: (807) 475-6618, or Toll Free: 1-800-465-5493; Shuniah Building, Room 153
- Medical services through the Health Centre (Thunder Bay Campus), including initial care, follow-up, and/or referral to local sexual assault/domestic violence treatment centres (at hospitals), and local sexual assault centres (Click here for hours): Nurse Practitioner Vivian Siciliano, (807) 475-6169, Shuniah REACH, Room D101A
- Academic accommodations coordinated through the Counselling Office, Student Success Centre: (807) 475-6618, or Toll Free: 1-800-465-5493; Shuniah Building, Room 153
- Student life advocacy, accommodations and accessibility through Student Accessibility Services, at the Student Success Centre: (807) 475-6618; Shuniah Building, Room 153
- Residence housing options through the General Manager, Campus Living Centres: (807) 475-6334 or Cell: (705) 561-6954, Sibley Hall Residence, Room 149
- Personal safety plans: Marla Peuramaki, Public Safety: (807) 475-6624, Shuniah Building, Room B103
- Confidential support of Thomas McDonald, Wellness and Diversity Office at Student Union of Confederation College, Inc. (SUCCI): (807) 475-6237, Shuniah Room 160Q
- Confidential support for SUCCI student employees: Carol Kennedy, (SUCCI) Campus Employment Service, Campus Employment Service: (807) 475-6434, Shuniah Building, Room 160E
- Confidential services of Kim Morgan, the Ombudsperson, the Ombuds Office (Click here for hours): (807) 475-6209, or Toll Free 1-(800) 465-5493, extension 6209, Shuniah Room A212

- **Services to College Employees:**

- Medical services through the Health Centre (Thunder Bay Campus), including initial care, follow-up, and/or referral to local sexual assault/domestic violence treatment centres (at hospitals), and local sexual assault centres (Click here for hours): Nurse Practitioner Vivian Siciliano, (807) 475-6169, Shuniah REACH, Room D101A
- Counselling, emotional support and referral to off-campus resources, through the Employee and Family Assistance Program, Sheppell-fgi (24 Hours) : 1-800-387-4765 (Toll Free)
- Personal safety plans: Marla Peuramaki, Public Safety: (807) 475-6624, Shuniah Building, Room B103

- **Services to all Members of the College Community:**

- Personal safety plans: Marla Peuramaki, Public Safety: (807) 475-6624, Shuniah Building, Room B103

Normal business hours, M-F, 8:30 AM – 4:30 PM (Eastern Time), are in effect, unless otherwise noted.

OFF-CAMPUS SUPPORT AND RESOURCES:

- **24 Hour Telephone Support:**

- **Assaulted Women's Helpline:** 1-866-863-0511 (Toll Free) 1-866-863-7868 (TTY)

The Assaulted Women's Helpline provides crisis counselling, safety planning, emotional support, information and referrals 7 days a week, 365 days a year.

- **Good2Talk** (Ontario's Postsecondary Student Helpline): 1-866-925-5454 (Toll Free)
- **Employee and Family Assistance Program:** Shepell-fgi: 1-800-387-4765 (Toll Free)

- **Local Sexual Assault Centres:**

Sexual Assault Centres in Ontario offer confidential and free counselling to survivors of recent and historical sexual assault. You can contact a centre to ask about individual or group counselling for survivors of sexual violence.

You can also reach a counsellor by phone at any time by calling a sexual assault centre crisis support line. These confidential, 24-hour phone-lines offer someone immediate to talk to, crisis counselling, support and information for support allies (i.e. parents, partners or friends of survivors), safety planning, information on victim police reporting and medical options, and strategies for coping with flashbacks, memories and feelings.

Thunder Bay: Thunder Bay Sexual Assault & Sexual Abuse Counselling and Crisis Centre: (807) 344-4502

Kenora*: Kenora Sexual Assault Centre: (807) 468-7233 or Toll Free 1-(800) 565-6161

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

- **Local Sexual Assault / Domestic Violence Treatment Centres (at hospitals):**

Sexual assault/ domestic violence treatment centres provide access to emergency medical care, crisis intervention, collection of forensic evidence, access to emergency contraception, preventative treatment for sexually-transmitted infections, medical follow-up, and counselling.

You can choose to have centre staff conduct a physical examination, offer medical care and/or collect any physical (forensic) evidence of a recent sexual assault. It is your decision whether you wish to report the assault to the police or to provide the forensic evidence. If you think that you were drugged and sexually assaulted, Sexual Assault / Domestic Violence Treatment Centres can also test to determine the presence of drugs in your body. (If this is the case, these tests must be conducted soon after the assault).

Dryden*: Sexual Assault/Domestic Violence Program, Dryden Regional Health Centre, 58 Goodall St., (807) 223-7427

Kenora*: Sexual Assault/Partner Abuse Program, Lake of The Woods District Hospital, 21 Sylvan St. W., (807) 468-9861, ext. 428

Sioux Lookout*: Assault Care and Domestic Violence Treatment Program, Sioux Lookout Meno Ya Win Health Centre, 1 Meno Ya Win Way, (807) 737-6565 (Direct Line), (807)737-3030 (Switchboard)

Thunder Bay: Sexual Assault/Domestic Violence Program, Thunder Bay Regional Health Sciences Centre, 980 Oliver Rd., (807) 684-6750

Sault Ste. Marie: Sexual Assault Care Centre/Partner Assault Clinic, Sault Area Hospitals, 915 Queen St. E., (705) 759-5143

* Denotes locations in Central Time Zone.

HOW WILL THE COLLEGE RESPOND TO A COMPLAINT OF SEXUAL VIOLENCE?

The College understands that individuals who have experienced sexual violence may wish to control whether and how their experience will be dealt with by the College and/or by the police.

In most circumstances, the person will retain this control; however, if the College believes that the safety of other members of the College community is at risk, the College may be required to initiate an internal investigation and/or to inform the police of the need for a criminal investigation, even without the person's consent. In these circumstances, the confidentiality and anonymity of the person(s) affected will be prioritized.

A complaint of sexual violence may also be referred to the police, or to other community resources, at the complainant's request, when the persons involved are not members of the College community, or when the College is unable to initiate an internal investigation under the *Sexual Assault and Sexual Violence Policy*.

Whenever a complaint of sexual violence has been reported to the College, the College will exercise care to protect and respect the rights of both the complainant and the respondent. A survivor who comes forward to report will be considered truthful. This does not imply that judgement has been rendered against the respondent.

Investigation:

In response to an allegation of sexual violence made against any member of the College community, the College will initiate an investigation further to the *Complaint, Investigation, Adjudication and Appeals Protocol*.

Adjudication:

The findings of an investigation will be adjudicated further to the *Complaint, Investigation, Adjudication and Appeals Protocol*.

Sanctions:

In those cases when a complaint is substantiated, the College will take appropriate disciplinary action:

- When the respondent is a student, such disciplinary action will be consistent with the *Student Code of Conduct*, and may include sanctions up to, and including, expulsion.
- When the respondent is an employee, such disciplinary action will be consistent with the *Workplace Discipline Policy*, any applicable collective agreement, or any applicable terms and conditions of employment, and may include sanctions up to, and including, termination.
- When the respondent is another member of the College community, such disciplinary action will be consistent with any prevailing contracts, and may include sanctions up to, and including, penalties, cancellation of contracts, notification of authorities, or other sanctions consistent with the College's responsibility as an owner under the *Occupiers' Liability Act*.

When applicable, sanctions further to the *Human Rights Policy* and the *Acceptable Use Policy* may also be imposed. In addition, when warranted, the College may initiate civil or criminal proceedings, and may invoke No Trespass Notices further to the *Trespass to Property Act*.

Appeal:

Both complainants and respondents may appeal any sanction, using the process outlined in the *Complaint, Investigation, Adjudication and Appeals Protocol*.

Multiple Proceedings

When criminal and/or civil proceedings are commenced in respect of the allegations of sexual violence, the College shall conduct its own independent investigation into such allegations, and will make its own determination in accordance with its policies and procedures.

When there is an ongoing criminal investigation, the College will cooperate with the local police.

3. IF YOU WITNESS SEXUAL VIOLENCE:

If you witness sexual violence, there are measures that you can take to provide immediate assistance to the survivor:

ASSIST THE SURVIVOR TO A REACH A PLACE OF SAFETY, AS REQUIRED:

- at residence, to a trusted friend, a Residence Advisor, or another Residence staff member;
- at the Thunder Bay campus, go to:
 - the Counselling Office: Shuniah Building, Room 153 (M-F, 8:30 AM – 4:30 PM): (807) 475-6618, or Toll Free: 1-800-465-5493,
 - the Public Safety – Security Office: Shuniah Building, Room 142 (office: M – F, 7 AM – 7 PM; security assistance: 24 hours): (807) 623-0465, or 922 from a College phone

IF THE SURVIVOR IS IN DANGER, OR IS INJURED:

- call for Police and / or Ambulance assistance: 911
- call for Security at the Thunder Bay Campus (24 hours): (807) 623-0465, or 922 from a College phone
- assist the survivor to the (Thunder Bay Campus) Health Centre (Click here for hours): (807) 475-6169, Shuniah REACH, Room D101A

ASSIST THE SURVIVOR TO ACCESS SUPPORT AND RESOURCES:

Assist the survivor to reach out to the following people to access both on-campus and off-campus support and resources, and to explore their options.

(As a witness to sexual violence, you may also wish to contact the following people to access support and resources for yourself.)

- **Students:** Linda Gluck at Counselling Services in the Student Success Office, (807) 475-6618, or Toll Free: 1-800-465-5493, Shuniah Building, Room 153
- **Students Living in Residence:** Elaine Wilson, General Manager (Campus Living Centres): (807) 475-6334 or Cell Phone: (807) 356-0367, Sibley Hall, Room 149
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 - Red Lake Campuses*: (807) 727-2604
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ASSIST THE SURVIVOR TO ACCESS SUPPORT AND RESOURCES, CONTINUED:

- **Employees of the College:** Jeannine Verdenik, Director (Human Resources & Organizational Development): (807) 475-6267, Shuniah Building, Room A213
- **Other Members of the College Community:** Marla Peuramaki, Senior Manager (Public Safety & Risk Management): (807) 475-6624, Shuniah Building, Room B103

ARE YOU A COLLEGE EMPLOYEE? YOU MAY HAVE ADDITIONAL REPORTING REQUIREMENTS:

If you are a College employee and you become aware of an allegation of sexual violence against another member of the College community, you are required to report the alleged incident to Jeannine Verdenik, Senior Manager (Human Resources Services): (807) 475-6267, immediately.

4. WHAT TO DO IF SOMEONE DISCLOSES ALLEGATIONS OF SEXUAL VIOLENCE:

A person may choose to confide in someone (e.g. a student, an instructor, a coach, a residence staff member, counselling staff or security guard, etc.) about an act of sexual violence.

An individual who has experienced sexual violence may also disclose to an employee when seeking support, including academic accommodations.

A supportive response involves:

- listening without judgement and accepting the disclosure as true;
- communicating that sexual violence is never the responsibility of the victim;
- recognizing that disclosing can be traumatic and an individual's ability to recall the events may be limited;
- respecting the individual's choices as to what and how much they disclose about their experience;
- making every effort to respect confidentiality and anonymity;
- respecting the individual's right to choose the services that they feel are most appropriate;
- helping the individual identify and/or to access available on- or off-campus services, including emergency medical care and counselling; and
- respecting the individual's right to decide whether to report to the police, or to file an informal (information) complaint, or a formal complaint.

An employee to whom a disclosure is made should assist the survivor who wishes to access additional support and services¹, or to file a complaint, to contact one of the following individuals:

- **Students:** Linda Gluck at Counselling Services in the Student Success Office, (807) 475-6618, or Toll Free: 1-800-465-5493, Shuniah Building, Room 153
- **Students Living in Residence:** Elaine Wilson, General Manager (Campus Living Centres): (807) 475-6334 or Cell Phone: (807) 356-0367, Sibley Hall, Room 149
- **Students at Regional Campuses:** Directors at the Regional Campuses can assist you in contacting staff located at the Thunder Bay Campus:
 - Sandra Turner, Manager, Rainy River District Campus*, Fort Frances: (807) 274-5395, ext. 4813
 - Laura Christie, Director, Lake of the Woods Campus*, Kenora: (807) 468-3121
 - Angelina Anderson, Director:
 - Dryden Campus*: (807) 223-3035
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- **Other Members of the College Community:** Marla Peuramaki, Senior Manager (Public Safety & Risk Management): (807) 475-6624, Shuniah Building, Room B103

College employees who become aware of an allegation of sexual violence against another member of the College community, are required to report the alleged incident to Jeannine Verdenik, Director (Human Resources & Organizational Development): (807) 475-6267, immediately.

4. COMMUNICATING WITH INDIVIDUALS WHO HAVE EXPERIENCED SEXUAL VIOLENCE:

Sensitive and timely communication with individuals who have experienced sexual violence, and with their family members (**when an individual consents to this communication**), is a central part of the College's first response to sexual violence.

To facilitate communication, the College will ensure that:

- designated staff members in the following departments are knowledgeable about sexual violence, and are responsible for advocacy on campus on behalf of employees, students or any other members of the College community who have experienced sexual violence:
 - the Learning Resources Division,
 - Regional Campuses,
 - Human Resources & Organizational Development, and
 - Public Safety.
- designated staff members respond in a prompt, compassionate, and personalized fashion; and
- a survivor of sexual violence is provided with reasonable updates about the status of the College's investigation of the incident when such investigations are undertaken.

Further, the College will work collaboratively with Campus Living Centres, other Campus service providers (e.g. Follett Canada, Sodexo, etc.), renters and lessees, the Student Union of Confederation College, Inc. and the Ombuds Office in facilitating sensitive and timely communication when disclosures of sexual violence have been made through their offices.

