

# JYOT'S AESTHETICS ACADEMY



## SEXUAL VIOLENCE AND HARASSMENT POLICY--

This Policy applies to all students of Jyot's Aesthetics Academy. The policy applies to complaints of sexual violence that have occurred on Jyot's Aesthetics Academy's campus or at one of our events that involve our students. Career colleges will implement this sexual violence policy in accordance with the regulations under the Ontario Career Colleges Act, 2005.

All students of Jyot's Aesthetics Academy have the right to study in an educational environment free from sexual violence. This document sets out our policy on sexual violence involving our students, defines the prohibited behavior, and outlines our investigative processes for sexual violence.

**Policy Objectives:** Jyot's Aesthetics Academy is committed to providing all our students with an educational environment free from sexual violence. We are dedicated to treating students who report incidents of sexual violence with dignity and respect. To achieve these goals, Jyot's Aesthetics Academy will provide a copy of this policy to our students to educate them on how to identify situations that involve or could escalate into sexual violence against our students and how to prevent it.

This policy is mentioned in our Enrollment Contract, and every student is required to acknowledge that they received a copy. Furthermore, Career College will post this policy in a conspicuous location for all our students to review on campus, and it will also be posted on our website, <https://www.jyotsacademy.ca/>

In the event of a complaint regarding sexual violence under this Policy, Jyot's Aesthetics Academy will take the following reasonable steps to investigate it:

- a) Providing on-campus investigation procedures to students for sexual violence complaints.
- b) Respond promptly to any complaint and provide regular updates to the complainant and the respondent about the status of the investigation.
- c) Assisting students who have experienced sexual violence in obtaining counseling and medical care.



- d) Providing students who have experienced sexual violence with appropriate academic and other accommodations.
- e) Providing students who have experienced sexual violence with information about reporting options as set out in the Resources.

#### Sexual Violence's Definition-

This Policy prohibits sexual violence, which 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.

#### Reporting and Responding to Sexual Violence-

At Jyot's Aesthetics Academy, all students, faculty, and staff are committed to taking all necessary measures to prevent sexual violence on our campus or at college events. This includes immediately reporting any incidents or knowledge of sexual violence involving our students to our Campus Manager. This applies whether the individual has been a victim, a witness, or has reason to believe that sexual violence has occurred or may occur in connection with our students.

To the extent it is possible, the Campus Manager will attempt to keep all information disclosed confidential except in those circumstances it is believed 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. Students are not required to report an incident of or make a complaint about sexual violence in order to obtain support and/or services and/ or accommodations from Jyot's Aesthetics Academy.

Jyot's Aesthetics Academy recognizes the right of the complainant to determine how her or his complaint will be dealt with. However, in certain circumstances, Jyot's Aesthetics Academy 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. A complainant seeking accommodation should contact their Campus Manager.

#### Investigating Reports of Sexual Violence -

A complaint of sexual violence may be filed under this Policy by any student of our career



college to our Campus Manager in writing. A complainant may ask another person to be present during the investigation. Upon a complaint of alleged sexual violence being made, the Campus Manager will initiate an investigation as follows:

- (a) determining whether the incident should be referred immediately to the police.
- (b) determining what interim measures, if any, need to be taken during the investigation
- (c) 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.
- (d) interviewing the complainant, any person involved in the incident, and any identified witnesses
- (e) interviewing any other person who may have knowledge of incidents related to the complaint or any other similar incidents.
- (f) informing the respondent of the complaint, providing details of the allegations, and giving the respondent an opportunity to respond to those allegations
- (g) providing reasonable updates to the complainant and the respondent about the status of the investigation and
- (h) determining what disciplinary action, if any, should be taken.

#### Disciplinary Measures -

If it is determined by Jyot's Aesthetics Academy that a student of our career college has been involved in sexual violence, 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, Jyot's Aesthetics Academy 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, Jyot's Aesthetics Academy may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.

#### Appeal to Director of Career College -

The complainant or respondent may appeal to the Director of Career College by following the below steps. Appeals must be submitted in writing within two days of receiving the decision or disciplinary action, with a complete explanation of the complaint, steps taken to resolve it, and the decision by the Campus Manager.



The written appeal should include:

- a) A detailed description of the grounds for the appeal.
- b) Any new evidence, if applicable.
- c) The specific outcome being contested and the desired resolution.

The appeal will be reviewed by the Director of the Career College.

The Director will:

- a) Acknowledge receipt of the appeal within 48 hours.
- b) Conduct a review of the original investigation and any new evidence submitted.
- c) Ensure that the review process is fair, impartial, and confidential.

The Director of the Career College will meet with the complainant or respondent to verify the information and determine if a resolution to the disagreement can be reached. The Director of the Career College will notify the complainant or respondent of the investigation results and the decision within five business days of the appeal to the Director. The Director of the Career College decision is final and may not be appealed.

#### Making False Statements-

It is a violation of this Policy for anyone to knowingly make a false complaint of sexual violence 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.

#### Reprisal-

It is a violation of this 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.

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 Career College's policies relating to drug or alcohol use at the time the alleged sexual violence occurred. Students who disclose their experience of sexual violence through 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 Career College's staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history.



#### Review/Training-

This policy will be reviewed at least once every three years after it is first implemented. Jyot's Aesthetics Academy will also train owners, managers, staff, and students on its sexual violence policy at the beginning of each New Year.

#### Collection of Student Data-

Jyot's Aesthetics Academy shall collect and be prepared to provide, upon request by the Superintendent of Career Colleges, such data and information as required according to Subsection 32.3 (8) (9) and (10) of Schedule 5 of the Ontario Career Colleges Act, 2005

#### Resources -

Students can use the following links to find agencies that provide support to victims of sexual violence and sexual harassment.

<http://www.centralwesthealthline.ca/listServices.asp?id=106669&region=Brampton>

<https://trilliumhealthpartners.ca/patientservices/womens/Pages/sexualassault.aspx>

<http://hope247.ca/>

<https://www.peelregion.ca/health/sexualassault/help.htm>

<http://www.mississaugahaltonhealthline.ca/listServices.aspx?idid=10669>

<http://www.bramptonsafecity.ca/safety-topics/neighbourhood/violence-prevention.shtml#7>

#### 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)

#### 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)