

**1. Career College Sexual Violence Policy**

- a) Best Canadian Truck and Forklift 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) Best Canadian Truck and Forklift 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 included sexual assault, sexual harassment stalking, indecent exposure, voyeurism and sexual exploitation.

**3. Training, Reporting and Responding to Sexual Violence**

- a) Best Canadian Truck and Forklift 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 website in a conspicuous location on each of its campuses). Career college management, instructors, staff other employees and contractors of Best Canadian Truck and Forklift Training Centre will repost incidents of or complaints of sexual violence to Karnail Singh at Best Canadian Truck and Forklift Training Centre (905-799-7333) upon becoming aware of them.
- c) Students who have been affected by sexual violence or who need information about support service should contact Karnail Singh at Best Canadian Truck and Forklift Training Centre (905-799-7333)
- d) Subject to Section 4 below, to the extent it is possible, Best Canadian Truck and Forklift Training Centre will attempt to keep all personal information of persons involved in the investigation confidential except on those circumstance where it believes as 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 complaint's/reports and information gathered as a results of the complaints/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/Students or the Respondent.
- e) Best Canadian Truck and Forklift Training Centre recognizes the right of the Complainant no 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 (f) above, in certain circumstances, Best Canadian Truck and Forklift Training Centre may be required by law or its internal policies to initiate an internal investigation and/or inform police without the complainants' consent if it believes that safety of members of its campus or the broader community is at risk.
  - g) In all cases, including (f) above, Best Canadian Truck and Forklift Training Centre will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact Karnail Singh at 905-799-7333.
  - h) In this regard, Best Canadian Truck and Forklift Training Centre will assist students who have experienced sexual violence in obtaining consulting 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 complaints in order to access supports and services.

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

- a) Under this Sexual Violence Policy, any student of Best Canadian Truck and Forklift Training Centre may file a report of an incident or a complaint to Karnail Singh in writing.
- b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Karnail Singh 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 incidents should be referred immediately to the police; In such cases or where civil proceedings are commenced in respect of allegations of sexual violence, Best Canadian Truck and Forklift 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 witnesses the incident and a complete description of what occurred;
- III. Information 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 witness 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 investigation; and
- V. Following the investigation, Karnail Singh will;
  - (A) Review all of the evidence collected during the investigation;
  - (B) Determine whether sexual violence occurred; and it so
  - (C) Determine what disciplinary action, if any, should be taken as set out in Section 5 below.

#### 5. Disciplinary Measure

If it is determined by Best Canadian Truck and Forklift Training Centre that 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 actions maybe 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 decision to Karnail Singh within 10 days by submitting a letter addressed to **Karnail Singh** at Best Canadian Truck and Forklift Training Centre 27 Edvac Drive, Brampton, ON L6S 5X8 advising of the person's intent to appeal the decision.

#### 7. Making False Statements

- a) It is 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 subjected to disciplinary and/or corrective action up to and including termination of employment of instructors or staff or expulsion of a student.

**8. For Students**

- a) 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.
- b) 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 private career college's staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history.

**9. 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 complaint, or otherwise been involved in the complaint investigation process.
- b) Individuals who violate this Sexual Violence Policy are subjected to disciplinary and/or corrective action up to and including termination of employment of instructors or staff or expulsion of a student.

**10. Review**

- A) Best Canadian Truck and Forklift 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) Best Canadian Truck and Forklift 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.

**11. Collection of Student Data**

Best Canadian Truck and Forklift Training Centre shall collect and be prepared to provide upon request by the Superintendent of Private Career College 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 Centres that could be provided as resources:

### 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 Centres

35 hospital-based centres that provide 24/7 emergency care to women.

#### Local

Alliston, Barrie, Collingwood, Midland and Orillia

Huronian Transition Homes operates La Maison Rosewood Shelter (Midland) & Athena's Sexual Assault Counselling and Advocacy Centre

24 hour crisis line:

6868088 Canada Inc. O/A Best Canadian Truck & Forklift Training Centre  
151 Swayze Road, Unit I, Hannon, ON, L0R 1P0  
Tel: 905-799-7333, [bctcanadian@yahoo.ca](mailto:bctcanadian@yahoo.ca)

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

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

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)

[sacbrant.ca](http://sacbrant.ca)

### Brockville

Assault Response & Care Centre

Office: (613) 345-3881 or 1-800-567-7415

[arcc@bgh-on.ca](mailto:arcc@bgh-on.ca)

[www.arc-c.ca](http://www.arc-c.ca)

### Chatham

Chatham-Kent Sexual Assault Crisis Centre

24 Hour Crisis Line: 519-354-8688

6868088 Canada Inc. O/A Best Canadian Truck & Forklift Training Centre  
151 Swayze Road, Unit I , Hannon , ON , L0R 1P0  
Tel: 905-799-7333, [bctcanadian@yahoo.ca](mailto:bctcanadian@yahoo.ca)

Office/TTY: 519-354-8908

[cksacc.org](http://cksacc.org)

### Cornwall

Sexual Assault Support Services for

Women Office:613-932-1755

[sassforwomen.ca](http://sassforwomen.ca)

Iethinisten:ha Women's Shelter

Akwasasne Family Violence Program

24 Hour Crisis: 1-800-480-4208 <sup>[1]</sup><sub>SEP</sub>

Phone: 613-937-4322

[www.akwasasne.ca/iethinistenha-women's-shelter](http://www.akwasasne.ca/iethinistenha-women's-shelter)

### Durham Region

Durham Rape Crisis Centre

Crisis: 905-668-9200

Office: 905-444.9672

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

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

### Eganville

Women's Sexual Assault Centre of Renfrew County

24 hour crisis: 1-800-663-3060

Office: 613-735-5551

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

### Guelph

Guelph-Wellington Women in Crisis

Crisis: 519-836-5710

1-800-265-7233

Office: 519-823-5806

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

### Hamilton

Sexual Assault Centre (Hamilton and Area)

6868088 Canada Inc. O/A Best Canadian Truck & Forklift Training Centre  
151 Swayze Road, Unit I, Hannon, ON, L0R 1P0  
Tel: 905-799-7333, [bctcanadian@yahoo.ca](mailto:bctcanadian@yahoo.ca)

Crisis: (905) 525-4162

Office (905) 525-4573

TTY: 905-525-4592

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

### Kenora

Kenora Sexual Assault Centre

Crisis: (807) 468-7233 or 1-800-565-6161

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



6868088 Canada Inc. O/A Best Canadian Truck & Forklift Training Centre  
151 Swayze Road, Unit I, Hannon, ON, L0R 1P0  
Tel: 905-799-7333, [bctcanadian@yahoo.ca](mailto:bctcanadian@yahoo.ca)

E-Mail: [info@lawc.on.ca](mailto:info@lawc.on.ca)

[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

[hope247.ca](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 Nippissing/centre d'agressions sexuelles de nippising

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

Family Transition Place

Crisis: [1-800-265-9178](tel:1-800-265-9178)

Office: [519-942-4122](tel:519-942-4122)

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

### Ottawa

6868088 Canada Inc. O/A Best Canadian Truck & Forklift Training Centre  
151 Swayze Road, Unit I , Hannon , ON , L0R 1P0  
Tel: 905-799-7333, [bctcanadian@yahoo.ca](mailto:bctcanadian@yahoo.ca)

Sexual Assault Support Centre

Crisis: 613-234-2266

Phone: [613-725-2160](tel:613-725-2160)

TTY: [613-725-1657](tel:613-725-1657)

[info@sascottawa.com](mailto:info@sascottawa.com)  
[sascottawa.com](http://sascottawa.com)

Ottawa Rape Crisis Centre

Crisis: 613-562-2333

Office: 613-562-2334

[orcc.net](http://orcc.net)

**Peterborough & Kawarthas**

Kawartha Sexual Assault Centre

Crisis: (705) 741- 0260 or 1-866-298-7778

Office/TTY: (705) 741-0260

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

YWCA Peterborough Haliburton

Crisis: 1-800-461-7656

Office: 705.743.3526 x 130

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

**Sault Ste Marie**

Women in Crisis (Algoma) Inc.

Crisis: 705-759-1230 or 1-877-759-

1230 [www.womenincrisis.ca](http://www.womenincrisis.ca)

**Sarnia-Lambton**

Sexual Assault Survivors Centre Sarnia-

Lambton Crisis: 519 337-3320 or 1-888-231-

0536 Office: (519) 337-3154

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

**Simcoe**

Haldimand & Norfolk Women's Service

6868088 Canada Inc. O/A Best Canadian Truck & Forklift Training Centre  
151 Swayze Road, Unit I, Hannon, ON, L0R 1P0  
Tel: 905-799-7333, [bctcanadian@yahoo.ca](mailto:bctcanadian@yahoo.ca)

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. Catherines

Niagara Region Sexual Assault Centre

Crisis: (905) 682-4584

Office: (905) 682-7258

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

[sexualassaultniagara.org](http://sexualassaultniagara.org)

Thunder Bay

Thunder Bay Sexual Assault and Sexual Abuse Crisis and Counselling

Centre Office: (807) 345-0894 or 1-866-311-5927

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

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

Timmins

Timmins and Area Women 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)

[tawc.ca](http://tawc.ca)

Toronto

Oasis Centre des Femmes

Téléphone : 416-591-6565

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

[oasisfemmes.org](http://oasisfemmes.org)

Toronto Rape Crisis Centre: Multicultural Women Against Rape

Crisis: 416-597-8808

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151 Swayze Road, Unit I , Hannon , ON , L0R 1P0  
Tel: 905-799-7333, [bctcanadian@yahoo.ca](mailto:bctcanadian@yahoo.ca)

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 Assault Crisis Centre of Essex

County Crisis: 519-253-9667

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

#### Woodstock

Domestic Abuse Services Oxford

Crisis: 519 539-4811 or 1-800-265-

1938 [info@daso.ca](mailto:info@daso.ca)

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