



Policy against sexual violence



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3189

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Preamble

Champlain Regional College recognizes that sexual violence is a complex and serious problem in society and on college and university campuses across the province, the country and internationally. As an institution of higher education, Champlain Regional College acknowledges its' legal obligations under the *Act to Prevent and Fight Sexual Violence in Higher Education Institutions*.

Sexual violence is not tolerated at Champlain Regional College. The College is committed to fostering a culture of consent and support through education, training and related initiatives, informed by survivor-centered and gender-inclusive approaches. The College recognizes a particular responsibility with regards to ensuring the security and well-being of minor students.

1. Scope

The policy applies to all members of the college community (see definitions in Article 3).

The policy applies to all Champlain Regional College locations and activities including governance bodies, administrative and pedagogical activities, residence facilities and socio-cultural and athletic extracurricular activities supervised by, sponsored by, or affiliated with the college community, and/or the campuses' respective students' association, whether they take place on or off college premises.

The College recognizes that sexual violence can occur between individuals regardless of sexual orientation, gender, gender-identity or expression, or relationship status. The Policy is hence established to ensure that all members of the college community are able to study, work and live in a campus environment free of sexual violence, regardless of sexual orientation, gender identity, ethnic identity, disability, or indigenous or cultural community of provenance.

The policy is separate from any criminal or civil proceedings. The use of the policy does not undermine the rights of an individual who wishes to file a police report or seek other recourse under law.

2. Objectives

The College is committed to preventing and combatting sexual violence. As such, the objectives of the present policy are:

- a) To prevent and address sexual violence in accordance with the laws and regulations in effect through the creation of the present policy and relevant local procedures;
- b) To contribute to a safe and healthy environment free of sexual violence for all members of the college community;
- c) To implement prevention and security measures for all educational, social and cultural activities of the Regional College and of its campuses, whether on or off the premises;
- d) To establish safe, confidential and effective mechanisms for individuals to disclose or make a complaint of sexual violence at each campus location;
- e) To provide timely, locally-coordinated support and accommodations for those who report and/or make a complaint of sexual violence;
- f) To strengthen partnerships with community agencies to ensure a coherent local intervention strategy specific to each location.

3. Definitions

Campus / Constituent College: Refers to a location of Champlain Regional College at which students are registered for educational purposes (namely Champlain - Lennoxville, Champlain Saint-Lawrence and Champlain St. Lambert).

Complainant: A member of the Champlain community who has experienced an incident which allegedly violates the present policy and who files a complaint about the incident.

Complaint: A formal and official step during which a written report or statement alleging sexual violence is made to a local designated resource person or administrator for the purpose of initiating an investigation and/or an alternative resolution process.

Consent: The word consent means to 'agree' or to 'give permission'. Thus, **sexual consent** means the voluntary agreement to engage in physical contact of a sexual nature or sexual activity.

Specifically, and under the Criminal Code of Canada, sexual consent means that all parties involved:

- a) Give consent at the outset and at all stages of physical contact or sexual activity (consent must be continuous);
- b) Must obtain ongoing consent from all participants (consent is mutual);
- c) Must know what they are consenting to (consent is informed);
- d) Must be free of coercion, force, threats, intimidation or withholding of critical information when giving their consent (consent is voluntary);
- e) Must not abuse a position of trust, power or authority over any participant (consent is balanced);

- f) May withdraw their consent at any time. Past consent does not imply future consent (consent is specific to a certain time);
- g) Must provide consent for themselves (consent cannot be given on behalf of another person);
- h) Must be conscious and awake at the outset and at all stages of physical contact or sexual activity;
- i) Must be sober and free from the influence of alcohol and/or drugs at the outset and at all stages of physical contact or sexual activity;
- j) Must seek a 'Yes' from all participants, since silence, the absence of a verbal 'No', or the absence of perceived resistance, does not constitute consent (consent is explicit).

Designated Administrative Authority: An administrator assigned by their respective Director to assume responsibility for the application of various articles of the policy.

Designated Resource Person: An individual with relevant training who may receive disclosures, informal reports and complaints. There may be multiple designated resource persons identified according to local procedures at any given location of the College.

Director: For the purpose of the present policy, Director denotes an Officer of the College who is the highest-ranking administrator at a given location of Champlain Regional College (i.e. Director General for College Administration and Campus Director / Director of Constituent College for the campus locations).

Disclosure: When any person reveals that they have been the survivor / victim or witness of sexual violence. A disclosure does not necessarily trigger an investigation of formal complaint.

Gender-based violence (GBV): Violence perpetrated against someone based on their gender expression, gender identity or perceived gender.

Informal Report: An informal verbal or written account by any member of the college community providing information regarding an act of sexual violence.

Member(s) of the College Community: All students, teachers and employees of Champlain Regional College. A student who is also an employee is first, and foremost, a student. For the purpose of the present policy, it also includes third-party contractors and service providers, guests of students and employees, union representatives, student association representatives, volunteers, sponsors, and members of the governing bodies of the College.

Regional College or the College: Refers to Champlain Regional College in its entirety and encompasses all locations of the institution.

Respondent: A member of the Champlain community against whom an allegation of

sexual violence as defined by the Policy has been made.

Retaliation: Taking, attempting or threatening to undertake any kind of retribution or cause harm to an individual involved in a sexual violence process such as a report, complaint or investigation.

Sexual Assault: Any unwanted, non-consensual contact of a sexual nature. Sexual assault includes, but is not limited to, unwanted penetration (rape), as well as any unwanted touching, kissing, grabbing, etc.

Sexual Harassment and Cyber Sexual Harassment: Unwanted conduct, behaviour or communication of a sexual nature based on a person's body, appearance, gender identity and/or expression, sexual orientation or sex life, which detrimentally affects the study, work or living environment or otherwise leads to adverse consequences for the target individual(s). It may be either one-time or repeated and

- is offensive, demeaning, intimidating, threatening, or abusive; and
- serves no legitimate purpose within the study, work or living environment; and
- undermines authority or respect in the study, work or living environment, or impairs learning or work performance, or limits opportunities for advancement or the pursuit of education or research, or creates an intimidating, hostile or offensive learning or work environment.

Cyber Sexual Harassment is included within the definition of sexual harassment but which is conducted in whole or part through electronic means such as email, web or social media platforms, and texting.

Sexual Violence: Any form of violence of a sexual nature committed through sexual practices or by targeting sexuality or gender identity and/or expression. This includes, but is not limited to, sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, non-consensual exposure to sexual imagery, distribution of sexual images or video of an individual without their consent, and cyber harassment or cyber stalking of a sexual nature. Sexual violence also includes unwanted direct or indirect gestures, comments, behaviours or expressed attitudes with sexual connotations, delivered through any form or means of communication, including technological means and social media.

Survivor or victim: Any person who has experienced sexual violence who may be referred to as the complainant once they have filed a complaint under the present Policy.

Survivor-centred approach: An approach aiming to reduce harm by prioritizing choices of survivors, facilitated by local procedures, specific to each College location.

4. Roles and responsibilities

Champlain Regional College is dedicated to the proactive creation and maintenance of a positive learning and working environment. All members of the college community are responsible for respecting the Policy and fostering an environment in which individuals can be free of sexual and gender-based violence. Location-specific procedures shall be developed at each location of the College to guide the application of the policy.

The supervision of the local implementation of the policy is under the joint responsibility of the respective Director and the Standing Committee on Sexual Violence.

Members of the College Community shall:

- a) Be aware of and respect the present policy;
- b) Refer and/or direct any individual impacted by sexual violence to the appropriate locally-designated resource and / or contact campus security as soon as possible upon witnessing sexual violence;
- c) Participate in all trainings and / or prevention activities the College or campus deems mandatory;
- d) Cooperate with any investigation regarding an incidence of sexual violence.

In addition to the above, members of management shall:

- a) Refer individuals who disclose and/or report incidents of sexual violence;
- b) Ensure that interventions and responses to complaints are aligned with the Policy;
- c) Participate in trainings required by the Policy.

In addition to the above, the local Director shall:

- a) Supervise the local implementation of the policy in conjunction with the local Standing Committee on Sexual Violence;
- b) Ensure all employees receive a copy of the policy and that it is shared bi-annually with all students and employees of the given location;
- c) Ensure that the policy is available via the website;
- d) Contribute to the development of local procedures;
- e) Designate local managers and / or other employees as responsible for given elements of the present policy and of locally-developed procedures;
- f) Serve as an *ex officio* member of the local Standing Committee on Sexual Violence;
- g) Other responsibilities as may be conferred by the Director General.

Representatives of Associations and Unions shall:

- a) Attend trainings as mandated by the law and offered by the College or campus;
- b) Collaborate as partners with the College in the application of the policy.

A local STANDING COMMITTEE on sexual violence shall:¹

- a) Be established at each location of the College to oversee location-specific implementation and the development of local procedures and to contribute to future revisions of the present Policy; and
- b) Be composed, for each campus, of at least five (5) members including students, employees, managers, at the discretion of the local Director, *ex officio*;
- c) Be composed as follows for College Administrative Services:
 - 1 support staff;
 - 1 professional;
 - 1 manager or director (as mandated by the Director General);
 - Director General, *ex officio*.

Unless otherwise specified, the relevant union, employee group association shall elect their respective representative(s) to sit on this committee.

Additional details regarding the mandate of the Standing Committee, the rules of order and terms of office shall be established locally, in conjunction with the Director and, where applicable, the respective unions.

Said Committee shall:

- a) Ensure that students, officers, personnel members and their respective associations and unions are consulted during any review process of the present policy;
- b) Contribute to the development and revision of local procedures guiding the application of the present policy;
- c) Issue recommendations to support and ensure the implementation of the policy;
- d) Identify, organize and/or participate in campaigns, training, and awareness-building activities to prevent sexual violence within the college community specific to the location;
- e) Collaborate with the College in the application of the policy.

¹ National Assembly of Quebec. (2017). *Act to prevent and fight sexual violence in higher education institutions*. [PDF file]. Retrieved from <http://legisquebec.gouv.qc.ca/en/showdoc/cs/P-22.1>

5. Prohibitions

For members of the college community, it is strictly forbidden:

- a) To instigate, engage or enable any form of sexual violence toward any member of the college community;
- b) To undertake any form of retaliation, directly or indirectly, against any individual or group of individuals who have authored a complaint, denounced a situation or otherwise reported a situation of sexual violence to authorities or who are named as respondent in a complaint;
- c) For an employee to enter into any act falling under the continuum of sexual violence or any intimate relationship (amorous or sexual) with any student of the college without respecting Article 8 (Statement on Relationships).

6. Education and awareness²

Appropriate information campaigns and training opportunities shall be offered to all members of the community. These measures will be developed and implemented at each location, respective of local realities and will be under the purview of the Director and the Standing Committee on Sexual Violence.

Annual training activities shall be offered to students and employees as required by the law. Training activities may be mandatory for some categories of individuals as per the law (officers, employees and student association representatives) and shall be adapted according to the needs and realities present at each location and appropriate to the target audience.

7. Prevention and safety measures

Sexual violence prevention and security measures are required for all orientation and social activities organized under the auspices of, or affiliated in any way with the College or a campus location, including activities organized by unions, athletic groups or student associations.

The College shall periodically verify the security of its facilities.

² National Assembly of Quebec. (2017). *Act to prevent and fight sexual violence in higher education institutions*. [PDF file]. Retrieved from <http://www.assnat.qc.ca/en/travaux-parlementaires/projets-loi/projet-loi-151-41-1.html>, p. 4

8. Statement on relationship

Relationships between employees and students³

Intimate relationships between teachers or staff members and students are not in harmony with the definition of consent as stated in the policy and are counter to the pedagogical mission of Champlain Regional College. Thus, all employees must abstain from engaging in intimate relationships with students. A student who is also an employee is first and foremost a student.

The College may recognize exceptions such as relationships existing prior to a given student's admission or the hiring of an employee. These exceptions should be disclosed to the immediate supervisor or to local Human Resources management in a timely fashion and the employee may not be in a position of authority over the student.

9. Confidentiality and communication of necessary information

Confidentiality and discretion are important elements in applying the policy. The College respects the privacy of all members of the college community. Any individuals called upon to intervene or act to apply the policy must do so while making every reasonable effort to protect personal information.

Individuals who receive a disclosure, informal report or a complaint of sexual violence must inform the complainant of the policy and mention that confidentiality will be respected.

The College may use or disclose personal information, when it is:

- a) Authorized to do so by the affected individual(s) with the objective of applying the policy or local procedures;
- b) Required by a law or legal procedure (e.g. To comply with a subpoena, a warrant, or an order issued by a court, person, or body in Canada with jurisdiction to compel the production of such information).

At each location, supported by the designated resource person(s), the Director shall collect and keep a record of all instances linked to the policy, with the minimum amount of personal information required to respond to the policy and legal reporting requirements.

³ Fédération des cégeps. (2018). Gabarit de politique visant à prévenir et à combattre les violences à caractère sexuel dans les collèges. P. 11-12

10. Immunity clause⁴

The College will not take any disciplinary action against survivors or victims who report or file a complaint under the policy when alcohol or substance use occurred during or near the time of the incident(s).

11. Acts of retaliation

Threats or acts of retaliation against a person who invokes the policy by way of reporting or filing a complaint, or against a respondent, shall not be tolerated by the College. Acts of retaliation will be subject to disciplinary measures.

12. Informing the College of incidents

Procedures detailing the disclosure, reporting and complaints process shall be defined for the respective location by the Director, in conjunction with the Standing Committee on Sexual Violence. These procedures shall be made readily available to the community at the specific location.

12.1. Disclosure (Informal Report)

Any member of the college community who receives a disclosure or informal report may seek support from a designated resource person at their respective location.

Individuals who serve as designated resource persons and who receive disclosures should refer victims to specific services as established by location.

The College is committed to respecting the choices of survivors and will strive to ensure that actions are in accordance with the survivors needs and wishes. As such, individuals who disclose acts of sexual violence under the policy to a designated resources person and request referral to available services or options for action (e.g. Filing a complaint, interim measures) will be provided with such within seven (7) days.

No College employee is obligated to communicate a disclosure or any information regarding a disclosure to the College, unless obligated to do so by their professional order or by law, or unless there is a reasonable expectation that without intervention harm may come to other members of the college

⁴ University of Victoria. (2017). *Sexualized Violence Prevention and Response Policy* [PDF file]. Retrieved from <https://www.uvic.ca/universitysecretary/assets/docs/policies/GV0245.pdf>, p. 14-15

community. However, to assist the College in creating a safe and healthy environment free of sexual violence, the College does accept anonymous and third-party statements as per section 12.2 of the policy.

12.2. Anonymous, by-stander and third-party reports

Anonymous and third-party statements are accepted for the purposes of:

- Providing multiple ways to address sexual violence at the College;
- Assessing safety concerns in the college community;
- Determining whether the College should investigate;
- Compiling information and statistics on sexual violence, for the annual report and review processes.

The College's ability to investigate anonymous and third party statements may be limited, due to lack of information. The College cannot guarantee any outcomes based on these statements.

The mechanism(s) by which such statements will be accepted shall be determined by the Director, in consultation with the Standing Committee on Sexual Violence for each location.

12.3. Complaints

A complaint should be submitted in writing to a designated administrative authority at the given location.

The College is committed to respecting the choices of survivors and will strive to ensure that actions are in accordance with the survivor's needs and wishes. Individuals who file a complaint of sexual violence under the policy and request referral to available services or options for action (e.g. interim measures, restorative measures, intervention in the community) will be provided with such within seven (7) days.

Any member of the college community may submit a complaint under the policy with or without seeking recourse to local police or external services.

Reports or complaints may be submitted, retracted or reinstated at any time.

College as Complainant:

A Director, in consultation with appropriate resource people (e.g. Standing Committee on Sexual Violence, designated administrative authorities, campus

security, etc.), may initiate an investigation with the College acting as the complainant at their location:

- a) To investigate substantiated third-party statements and anonymous statements;
- b) To maintain or ensure safety on campus or within the college community;
- c) When there is cause to believe there is significant risk to the safety of the college community.

Responding to complaints

Complaints must be processed within (90) days of their submission.

Confidentiality is required of any member of the college community who is aware of or involved in a complaint process, and the strictest degree of discretion is expected amongst all those privy to the incident and any related processes. Though interim measures may be implemented, the respondent maintains the presumption of innocence until such time that the process indicates otherwise.

Procedures detailing the complaint process are defined in the location-specific procedures. These procedures shall include specific roles and responsibilities as well as the following elements: submission of the complaint, evaluation of admissibility under the policy, informing the respondent(s) of the complaint, initiation of the investigative process, report on the investigative process, rendering of decision, appeal process, implementation of final decision.

13. Investigation process

An investigation process may be conducted by a person or persons with appropriate competencies and experience, internally or externally, at the discretion of the Director at the given location. The Director should not participate in the investigative process.

The investigative process shall be undertaken with the utmost discretion as per the procedures established at each location. The conclusions of the investigative process shall be delivered to a designated administrative authority who did not participate in the investigative process.

The complainant and the respondent may be accompanied by a support person or observer during any meetings of the investigative process.

14. Measures and sanctions

The College is responsible for determining whether a member of the college community has violated the policy and its application accordingly, but is not responsible for determining violations of criminal or civil law.

The measures and sanctions applied will be determined in accordance with the nature, seriousness and repetitive pattern of the act(s).

Individuals (Victims) who report or file a complaint of sexual violence under the policy are entitled:

- a) To be treated with dignity and respect;
- b) To receive information about available support services, resources and possible accommodations within seven (7) days;
- c) To receive an offer of support by appropriately-trained resources, within seven (7) days;
- d) To receive clear explanations about processes, when applicable;
- e) To receive accommodations, whenever possible;
- f) To receive regular updates on the status of any process, and ongoing support, throughout the complaint process;
- g) To be informed of and offered restorative/alternative measures where available.

Individuals (Respondents) who are accused under the policy may expect:

- a) To be treated with dignity and respect;
- b) To receive the details of the complain when an investigation is initiated;
- c) To receive clear explanations of procedures, potential outcomes and regular updates on the status of the complaint process;
- d) To be provided with information on available resources and support in a timely manner;
- e) To be provided with the opportunity to engage in alternative restorative measures when appropriate and/or requested by the complainant(s);
- f) To be provided with the decisions that are based on the investigation.

14.1. Interim measures and accommodations

Interim measures and accommodations may be applied to ensure the safety of an individual who discloses to a designated resource person or who submits a complaint so as to discourage or prevent retaliation, to prevent further sexual violence or to protect the integrity of an ongoing investigation or disciplinary process.

Interim measures, when appropriate, shall be applied within seven (7) days of the submission of a report or complaint to a designated administrative authority.

Non-disciplinary interim measures may be imposed on an individual (or group of individuals) alleged to have committed acts of sexual violence, in accordance with the policy and any applicable collective agreements by a designated administrative authority.

Decisions surrounding the application of interim measures will be made on a case-by-case basis. Interim measures shall not be interpreted as a decision for or against the complainant or the respondent(s) and will not be considered within the judgement of a complaint process. However, a breach of interim measures will be considered as a direct infraction of the policy and may result in sanctions.

Considerations prior to the application of interim measures may include, but are not limited to:

- a) The expressed wishes of the complainant;
- b) The nature and/or severity of the alleged conduct and the information available;
- c) The potential impact of the measures on all individuals involved in the situation, including on their academic program and employment;
- d) The potential impact of the measures on the study, work or living environment;
- e) For employees, in accordance with the relevant collective agreement;
- f) Any other relevant information.

Possible interim measures for students (respondents and complainants) may include:

- a) Prohibition of any contact and communication with specified individuals;
- b) Limited access to specified areas at specified or at all times;
- c) Restricted access to entire campus at all times;
- d) Exclusion from specific College or campus activities (e.g. events, sports team, clubs);
- e) Restricted use of specific services, facilities or equipment (e.g. gym, residence, medical clinic);
- f) Change in College residence assignment;
- g) Academic accommodations such as a change in class schedule and extensions;
- h) Increased monitoring (e.g. periodic check-ins with Counselling or Support Services)
- i) Any other condition, restriction or requirement deemed appropriate and proportionate to the situation.

Possible interim measures for employees may include:⁵

- a) Prohibition of any contact and communication with specified individuals;
- b) Limited access to specified areas at specified or at all times;
- c) Restricted access to entire campus at all times;
- d) Exclusion from certain College or campus activities;
- e) Change in work assignment;
- f) Change in work schedule and / or location and / or office;
- g) Increased monitoring (e.g. periodic check-ins with Human Resources);
- h) Any other condition, restriction or requirement deemed appropriate and proportionate to the situation.

The individual(s), upon whom interim measures are imposed, will receive a written communication with the details of the measure(s) imposed and referrals to support services.

Interim measures will remain in effect for as long as is reasonably required. At any time, the designated administrative authority of the interim measures may reconsider, renew, revise, or revoke any or all of the measures, or impose additional interim measures. Such measures will be re-evaluated following the completion of the complaint process and may be subsequently revoked or applied permanently.

Individuals affected by interim measures may request, in writing to the designated administrative authority, a reconsideration.

14.2. Restorative measures

Restorative measures originate from within the concept of restorative justice, a process involving, to the extent possible, individuals who have been involved in a specific incident(s) to collectively identify and address damages done, respecting the needs of the victim and the community.⁶ The option of restorative measure procedures, when available and appropriate, may create space for healing, learning and growth in the community. Restorative measures, initiated by the survivor, can be a way to explore resolution for all parties, and may occur before, during, or after an investigation.

⁵ University of Alberta. (2016). *Sexual Violence Interim Measures Information Document* [PDF file]. Retrieved from <https://policiesonline.ualberta.ca/PoliciesProcedures/InfoDocs/@academic/documents/infodoc/Sexual%20Violence%20Interim%20Measures%20Information%20Document.pdf>, p. 1

⁶ Public Safety Canada. (2008). *A Little Manual of Restorative Justice*. Retrieved from <https://www.publicsafety.gc.ca/cnt/rsrscs/pblctns/2008-03-lmrj/2008-03-lmrj-eng.pdf>, p. 5 - Referring to Zehr Howard & Barb Toews (editors). *Critical Issues in Restorative Justice*. Criminal Justice Press, 2004. ISBN 1881798518

Any restorative measure has to be a voluntary process for all individuals involved and requires informed consent by all individuals involved. The procedures around such measures shall be established under the auspices of the local Standing Committee on Sexual Violence.

14.3. Intervention within the College community

Champlain Regional College is committed to offering a safe living, working and educational experience free of sexual violence to all members of the community. Hence, after receiving a report or anonymous and third party statements, and in addition to other processes ongoing under the policy, a Director and local designated administrative authorities may decide to intervene within the community to address concerns.

Examples of interventions include, but are not limited to:

- a) Implementing new mandatory training for specific groups of individuals;
- b) Offering awareness-building activities;
- c) Increasing campus security presence at certain times or in certain places;
- d) Modifying infrastructures;
- e) Providing new resources;
- f) Monitoring groups within the college community.

14.4. Sanctions

The designated administrative authority who receives the decision from the investigative body, will subsequently apply sanctions accordingly and in consideration of all relevant factors including, but not limited to:

- a) The nature of the harm;
- b) The complainant's input regarding the impact of the harm;
- c) The aggravating facts (e.g. abuse of a position of trust, power or authority, presence of multiple respondents);
- d) The respondent's willingness to participate and take responsibility for their actions.

Sanctions will be communicated in writing to the respondent(s) and the complainant. In the case of an appeal, the sanctions will be in effect until the conclusion of a new investigation.

Sanctions for students may include, but are not limited to the following:⁷

- a) Prohibition of any contact or communication with specified individuals;
- b) Verbal or written apologies to individuals, groups, or organizations affected by the respondent(s) actions;
- c) Reparations (primarily in the case of restorative justice measures);
- d) Restricted access to specified areas at all or specified times;
- e) Permanent or temporary exclusion from a portion of or the entire campus;
- f) Exclusion from certain activities (e.g. events, sports team, clubs);
- g) Restricted use of certain services, facilities or equipment (e.g. gym, residence, medical clinic);
- h) Expulsion from or a change in College residence assignment;
- i) Change in class schedule;
- j) Monitoring (e.g. periodic check-ins with Counselling or Support Services);
- k) Suspension from the College;
- l) Expulsion from the College;
- m) Any other sanction deemed appropriate by the designated administrative authority.

Sanctions for employees shall be applied in accordance with their respective collective agreement when applicable, and may include but are not limited to the following:

- a) Prohibition from any contact with specified individuals, groups, or organizations;
- b) Verbal or written apologies to individuals, groups, or organizations affected by the respondent(s) act(s);
- c) Reparations (primarily in the case of restorative justice measures);
- d) Restricted access to specified areas at all or specified times;
- e) Change in work schedule and/or location;
- f) Change in work assignment;
- g) Increased monitoring (e.g. periodic check-ins with designated managers or other resources);
- h) Probation;
- i) Suspension with or without pay;
- j) Dismissal;
- k) Any other sanction deemed appropriate.

⁷ University of Victoria. (2017). *Sexualized Violence Prevention and Response Policy* [PDF file]. Retrieved from <https://www.uvic.ca/universitysecretary/assets/docs/policies/GV0245.pdf>, p. 36-37

Sanctions for Third-party Contractors, Guest Speakers, Visitors, Volunteers, Sponsors and members of Governing Bodies of the College:

Violations of the policy by individuals, who have a relationship to the College (at any or all locations) other than that of student or employee, may be subject to any of the above sanctions, as applicable. This may include a permanent ban from any College premises or activities, and the existing relationship with the College terminated. Contractors, specifically, may be held in breach of contract for violations, and their contract may be terminated immediately.

15. Appeals⁸

The conclusions of the final investigative report are subject to appeal on the grounds that the conclusions reached were discriminatory, or, if the procedures outlined herein for the handling of the complaint were breached. If new evidence or information comes to light after a decision has been rendered, launching an appeal process is also possible.

Appeals must be submitted to the Director in writing within seven (7) days of receiving the final investigative report and must include the specific reasons for requesting the appeal. The delay for submitting a request to appeal is waived in the case of new evidence or information. The Director will address the appeal within seven (7) days of receiving the request.

The Director shall establish the appeals process in consultation with the local Standing Committee on Sexual Violence. The results of the appeal are final and not subject to further appeal under the present policy.

16. Resources

Each location, under the responsibility of the Standing Committee on Sexual Violence and in conjunction with local administration, shall identify and publish information about the resources available internally and externally to the respective local college community, including the list of designated resources persons.

17. Policy implementation, distribution, review and annual reporting

The present policy shall be implemented no later than September 1, 2019 at all locations of Champlain Regional College.

⁸ John Abbott CEGEP/College. (2017) *Policy No.4 Concerning Sexual Harassment, Psychological Harassment, Abuse of Power and Violence* [PDF file]. Retrieved from <http://departments.johnabbott.qc.ca/publications/Policies/Policy%204%20-%20Harassment%20Feb%207,%202017.pdf>, p. 13-14

The Board of Governors shall adopt the policy and, following its adoption and as required by law, shall ensure its' submission to the Ministry. The policy shall be reviewed and revised as necessary at a minimum every five (5) years.

Under the responsibility of the local designated administrative authorities, the policy shall be disseminated to all new students and bi-annually to all students and employees. All new employees shall be provided a copy of the policy upon hiring.

As prescribed by law, the annual report of the College shall include the following elements:⁹

- a) Prevention, training and awareness-raising measures implemented, including the training activities offered to students and other members of the community;
- b) Training activities undertaken by management, employees and student association representatives;
- c) Safety and security measures that have been implemented;
- d) Number of reports and complaints received and the timeframe in which they were processed;
- e) The consultation process undertaken during the writing and/or modification of the present policy.

At each location, the Director, in conjunction with the Designated Administrative Authorities, shall be responsible for maintaining records and submitting the information for collation in the annual report.

⁹ National Assembly of Quebec. (2017). *An Act to prevent and fight sexual violence in higher education institutions*. [PDF file]. Retrieved from <http://legisquebec.gouv.qc.ca/en/showdoc/cs/P-22.1>

Appendix 1 Local Designated Administrative Authorities

At each location of Champlain Regional College, designated administrative authorities are responsible for responding to various elements of the policy with regards to the receipt of informal reports and complaints, implementation of sanctions and related measures and the receipt of final investigative reports. Additional responsibilities may be assigned under local procedures. The designated administrative authorities are as follows for each location:

College Administration:

For Students: not applicable

For Employees: Director of Human Resources / Secretary General

For the College: Director General

Champlain College Lennoxville

For Students: Dean of Student Services

For Employees: Human Resources Manager

For the College: Campus Director / Director of Constituent Colleges

Champlain College St. Lambert

For Students: Director of Student Services

For Employees: Human Resources Coordinator

For the College: Campus Director / Director of Constituent Colleges

Champlain College St. Lawrence

For Students: Dean of Student Services

For Employees: Human Resources Manager

For the College: Campus Director / Director of Constituent Colleges