846819 ONTARIO INC. O/A
BRUNO'S SCHOOL OF HAIR DESIGN
1915 King St E. Hamilton, ON. L8K 1V9

Career College Sexual Violence Policy

Sexual Violence Policy

a. Bruno's School of Hair Design 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. Bruno's School of Hair Design 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".
d. Any party to a Sexual Violence investigation or decision-making process has the right to have a person present with him or her at every stage of the process.

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.

Training, Reporting and Responding to Sexual Violence

e. Bruno's School of Hair Design 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.
f. The Sexual Violence Policy shall be published on its website (or where the Career College does not have a website in a conspicuous location in each of its campuses). Career college management, instructors, staff, other employees and contractors of Bruno's School of Hair Design will report incidents of or complaints of sexual violence to **Sima Saka** at **Bruno's**

School of Hair Design (**905-528-0428**) upon becoming aware of them.

g. Students who have been affected by sexual violence or who need information about support services should contact Sima Saka at Bruno's School of Hair Design (905-528-0428)
h. Subject to Section 4 below, to the extent it is possible, Bruno's School of Hair Design 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.
i. Bruno's School of Hair Design 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.
j. Notwithstanding (e) above, in certain circumstances, Bruno's School of Hair Design 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.
k. In all cases, including (e & f) above and (h) below, Bruno's School of Hair Design will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact Sima Saka at 905-528-0428. Students are not required to report incidences in order to request accommodation or access to support services.
l. In this regard, Bruno's School of Hair Design 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.
m. 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 alleCAEC sexual violence occurred.
n. 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.

Investigating Reports of Sexual Violence

o. Under this Sexual Violence Policy, any student of Bruno's School of Hair Design may file a report of an incident or a complaint to Sima Saka in writing.
p. Upon receipt of a report of an incident or a complaint of alleCAEC sexual violence being made, Sima Saka 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, Bruno's School of Hair Design may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and

iii. 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.

q. 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, Sima Saka 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.

Disciplinary Measures

If it is determined by Bruno's School of Hair Design that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include:

r. disciplinary action up to and including termination of employment of instructors or staff; or
s. expulsion of a student; and /or
t. the placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or
u. any other actions that may be appropriate in the circumstances.

Appeal

Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to Claire St. Pierre, Director of Appeals within 10 days by submitting a letter addressed to **Claire St. Pierre** at **Bruno's School of Hair Design**, **1915 King St East, Hamilton, ON L8K 1V9** advising of the person's intent to appeal the decision.

Making False Statements

v. 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.

w. 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.

Reprisal

x. 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.

y. 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.

2. Review

a. Bruno's School of Hair Design shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.

b. Bruno's School of Hair Design shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. The review date will be December 31, 2026.

3. Collection of Student Data

Bruno's School of Hair Design shall collect and be prepared to provide upon request by the Superintendent of Career Colleges such data and information as required according to Subsections 32.3 (8), (9) and (10) of Schedule 5 of the Ontario 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 Centres, 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

Français

Fem'aide

Telephone Toll-Free: 1-877-336-2433

ATS: 1 866 860-7082

www.femaide.ca

Sexual Assault/Domestic Violence Treatment Centres

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

Hamilton

Sexual Assault Centre (Hamilton and Area)
Crisis: (905) 525-4162

Office (905) 525-4573

TTY: 905-525-4592

www.sacha.ca

BRUNO'S SCHOOL OF HAIR DESIGN

VIOLENCE AND HARASSMENT POLICY

Our overall policy: **Everyone has the right to work in a safe and healthy workplace.**

WHAT IS NOT ACCEPTABLE:

- exercising physical force against a student, worker, or client - hitting, pinching, pushing, throwing objects
- attempting to exercise physical force against a student, worker, or client
- threatening physical harm to a student, worker, or client
- repeated and excessive insults or negative comments that cause a student, worker, or client, to feel harassed and bullied
- harassment of a student, worker, or client, including assault, unwanted touching or comments, and intimidating or offensive jokes or innuendo
- circulating offensive pictures and materials, or intimidating use of social media or phone calls

WHAT TO DO IN CASES OF VIOLENCE OR HARASSMENT

- report incident to management, or to a teacher who will then report to management
- call 911 if a violent person refuses to stop and presents a danger to others
- document incident
- management meets with parties involved separately
- notify the Ministry of Labour if a person is critically injured or killed

CONSEQUENCES FOR VIOLENCE OR HARASSMENT

- if physical injury or harm occurs, police are called, and student, worker, or client responsible is charCAEC
- conference with management, with victim and witnesses ; testimony is documented
- if a client is responsible for harassment or violence not involving injury, he or she will be asked to leave and not return, at management's discretion, for a stated period of time or in perpetuity
- if a student is responsible for harassment or violence not involving injury, he or she will be sent home for a specified period of time, and may be expelled
- if a worker is responsible for harassment or violence not involving injury, he or she will be sent home for a specified period of time, and his or her employment may be terminated

** THIS POLICY FOLLOWS GUIDELINES SET OUT BY THE OCCUPATIONAL HEALTH AND SAFETY ACT**

(Date _____)