



## Student Anti-violence, Harassment, and Sexual Harassment Policy

(UPDATED IN COMPLIANCE WITH SECTION 36 OF ONTARIO REGULATION 415/06, ONTARIO CAREER COLLEGES ACT, 2005)

**Please Note:** This policy has been updated to comply with the Ontario Career Colleges Act, 2005, the amendments effective April 1, 2024, and the specific requirements under **Ontario Regulation 415/06, Section 36**, including **s. 36.0.2(1)(d.1)**.

---

### Intent

Willis College is committed to maintaining a safe, respectful, inclusive, and healthy learning environment for all students. The College does not tolerate **sexual violence, harassment, bullying, discrimination, or any form of violence** against or by any student.

This policy is not intended to limit appropriate academic or social interactions; however, Willis College recognizes that conduct that may appear innocuous to one individual may be unwelcome or harmful to another. **It is the perception of the person receiving the behavior that determines whether it is unwelcome or offensive.**

### Definitions

#### Student Sexual Violence or Bullying

Sexual violence or bullying includes any conduct, statement, or behavior that exercises physical force or threatens physical force against another student that causes, or could cause, physical or psychological harm. Examples include, but are not limited to:

- Physical acts such as hitting, shoving, kicking, pushing, throwing objects, or sexual assault.
- Threats, behavior, or actions that present a potential risk of harm or damage to property.
- Disruptive or aggressive behavior that interferes with learning (e.g., yelling, swearing).

## **Domestic Violence**

Domestic violence may occur when a person with whom the student has or had a personal relationship engages in behavior that may cause physical harm, threats, or attempts to harm the student while at Willis College. Domestic violence is considered violence in the learning environment.

## **Personal Harassment**

Unwelcome, disrespectful, offensive, or discriminatory behavior based on personal characteristics protected under human rights legislation, including age, race, nationality, disability, religion, sexual orientation, gender identity, gender expression, or family status. Examples include:

- Sexual solicitation or advances made by a person in a position of authority.
- Reprisal for rejecting sexual advances.
- Unwelcome remarks, sexual jokes, innuendos, taunting, suggestive comments, or offensive language.
- Display of sexually suggestive, pornographic, racist, or discriminatory materials.
- Physical contact, such as touching or patting, with sexual intent.
- Sexual assault.
- Behavior that creates a hostile, intimidating, or offensive learning environment through physical, verbal, written, graphic, or electronic means.

## **Racial/Ethnic Harassment**

Any conduct or comment that humiliates, degrades, or discriminates against a student based on racial or ethnic background, colour, citizenship, ancestry, or place of origin.

## **Gender Identity- or Expression-Based Harassment**

Any conduct or comment that humiliates, degrades, or discriminates against a student based on their gender identity, gender expression, or perceived gender. This includes actions or remarks related to gender-based stereotypes, misgendering, denial of a person's affirmed name or pronouns, or any behaviour that undermines a student's dignity or full participation in the learning environment.

## **Ability/Disability-Based Harassment**

Any conduct or comment that humiliates, degrades, or discriminates against a student based on a physical, mental, learning, or sensory disability, whether actual, perceived, or previously accommodated. This includes actions or remarks that target a person's abilities, limitations, or use of assistive devices, as well as behaviours that create barriers to equitable participation.

## **Guidelines**

Willis College is committed to providing a **safe and healthy learning environment** free from violence, threats, discrimination, harassment, sexual violence, intimidation, and misconduct. Weapons of any kind are strictly prohibited.

False or malicious complaints are a violation of this policy and may result in disciplinary action.

The College prohibits all reprisals or threats of reprisal against individuals who report incidents or participate in investigations in good faith.

## **Mandatory Requirements under Ontario Regulation 415/06, Section 36**

As required by **s. 36.0.2(1)(d.1)**:

### **1. Amnesty for Drug or Alcohol Use**

**Students will not be subject to discipline or sanctions for violations of Willis College's policies relating to drug or alcohol use at the time the alleged sexual violence occurred.**

### **2. Protection from Irrelevant and Invasive Questions**

Willis College's staff and investigators **will not ask students irrelevant questions during the investigation process**, including but not limited to:

- Questions about the student's sexual expression, or
  - Questions about the student's past sexual history, unrelated to the incident.
-

## **Application of This Policy**

This policy applies to all Willis College students, including full-time students and certificate program students. Willis College will not tolerate harassment, discrimination, or violence by or against:

- Students
- Instructors
- Staff
- Directors
- Managers
- Contract service providers
- Visitors

This policy applies:

- At Willis College campuses
- At student-related events or social functions
- During practicum placements
- Off-campus, where the student is engaged in college-related activities

All staff and students are responsible for supporting and enforcing this policy.

### **Violence Risk Assessment**

Willis College will regularly conduct assessments of the learning environment to identify potential risks related to sexual violence. Findings will be reviewed by the Management Team. Risk mitigation strategies will be implemented as necessary.

Willis College may disclose necessary information about individuals with a known history of violence if students may reasonably be expected to come into contact with them, and only to the extent required for safety.

### **Reporting Violence, Harassment, or Bullying**

Students who experience or witness violence, threats, harassment, or bullying must report the incident immediately to a member of the Management team or Student Services.

## **Informal and Formal Complaint Procedures**

### **INFORMAL PROCEDURE**

Students may:

- Address the behavior directly with the person involved, or
- Report the issue to their Instructor, Student Services, Program Coordinator, or Campus Director.

### **FORMAL PROCEDURE**

Students may file a written complaint providing:

- Dates and times of incidents
- Names of individuals involved
- Names of witnesses
- Description of events

## **Investigation Procedures**

Once a written complaint is received, Willis College will conduct a thorough, fair, and confidential investigation.

The process includes:

1. Informing the respondent of the complaint.
2. Interviewing the complainant, respondent, and witnesses.
3. Documenting all evidence.
4. Ensuring confidentiality, except where disclosure is necessary for safety, investigation, or legal purposes.
5. Providing both parties with written notice of the findings and any corrective action.

Investigations may involve external professionals or legal counsel if required.

## **Seeking Immediate Assistance**

If a student feels threatened or if an act of violence has occurred, they must contact **911** immediately. Willis College will assist police and emergency authorities as required.

## **Special Circumstances**

Students with court orders (e.g., restraining orders) should notify their instructor or campus Management. All information will remain confidential unless disclosure is required by law.

Visitors exhibiting violent, threatening, or dangerous behavior must be reported immediately to the authorities and management.

## **Fraudulent or Malicious Complaints**

Knowingly making false allegations is strictly prohibited and may result in disciplinary action.

## **Disciplinary Measures**

Students engaging in harassment, violence, or misconduct, including fraudulent or malicious complaints, may face corrective action and disciplinary measures, including:

- Counselling
- Written warning
- Suspension
- Dismissal from Willis College

## **Confidentiality**

Willis College will protect the confidentiality of all individuals involved in complaints or investigations, except when disclosure is necessary to:

- Ensure safety
- Support the investigation
- Meet legal obligations

## Support Resources

### Brockville

Assault Response & Care Centre  
(613) 345-3881 | 1-800-567-7415  
arcc@bgh-on.ca

### Cornwall

Sexual Assault Support Services for Women  
613-932-1755  
24-hour crisis: 1-800-480-4208  
sassforwomen.ca

### Ottawa

Sexual Assault Support Centre  
Crisis: 613-234-2266 | Office: 613-725-2160 | TTY: 613-725-1657  
  
Ottawa Rape Crisis Centre  
Crisis: 613-562-2333 | Office: 613-562-2334  
orcc.net

---

## Acknowledgment and Agreement

I, \_\_\_\_\_ acknowledge that I have read and understand the **Student Anti-violence, Harassment, and Sexual Harassment Policy** of Willis College. I agree to adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including dismissal from Willis College.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_