

TORONTO TRUCK DRIVING SCHOOL (TTDS)

SEXUAL VIOLENCE & HARASSMENT POLICY

1. Policy Statement

Toronto Truck Driving School (TTDS) maintains a zero-tolerance stance toward sexual assault, sexual violence, and sexual harassment. These behaviours are unacceptable and will not be tolerated within any TTDS campus, learning environment, workplace, or community setting connected to the school.

TTDS is committed to:

- Preventing sexual violence
- Supporting those who have experienced or been affected by sexual violence
- Providing a safe, respectful, and inclusive learning and working environment

All members of the TTDS community—students, instructors, staff, contractors, and visitors—have the right to study and work in an environment free from sexual violence and harassment.

2. Definition of Sexual Violence

Sexual violence refers to any sexual act committed without freely given consent. It includes physical and psychological actions carried out through sexual means or targeting an individual's sexuality.

Sexual violence includes, but is not limited to:

- Forced or attempted forced sexual penetration
- Sexual activity facilitated by drugs or alcohol

- Unwanted sexual comments, gestures, or advances
- Coercion, intimidation, manipulation, or threats to obtain sexual cooperation
- Denial of a person's right to make their own sexual decisions

Sexual violence can significantly impact the physical and mental well-being of individuals and communities.

3. Definition of Sexual Harassment

Sexual harassment is prohibited under the **Ontario Human Rights Code**. It may include unwelcome conduct, comments, or actions based on sex, sexual orientation, gender identity, or gender expression.

Sexual harassment can be:

Verbal

- Sexual comments or jokes
- Remarks about a person's body
- Spreading sexual rumours

Physical

- Unwanted touching, grabbing, rubbing, pinching
- Sexual assault
- Indecent exposure

Visual

- Displaying sexual images, videos, or objects

- Obscene gestures

Sexual harassment can be committed by students, instructors, staff, administrators, contractors, or visitors.

4. Sexual Assault

Sexual assault is a form of sexual violence and a **criminal offence under the Criminal Code of Canada**. It includes any unwanted sexual act that violates a person's sexual integrity, from unwanted touching to penetration, with or without physical force.

5. Reporting, Responding, and Training

TTDS will:

- Include this policy within every student contract
- Train management, instructors, staff, and contractors on reporting and responding to sexual violence
- Provide students with access to workplace sexual-violence-related policies
- Publish the policy on the TTDS website

Reporting

All TTDS employees must report incidents or complaints of sexual violence to the **Campus Administrator**, who will notify the **Head Office Management Team**.

Students affected by sexual violence should contact their **Campus Administrator**, who will ensure that appropriate support and guidance are provided.

TTDS will maintain confidentiality except when:

- There is imminent risk of self-harm or harm to others
- There is a legal or regulatory obligation to report
- Community safety is at risk

Documentation will be stored separately from student or employee files.

6. Student Rights

Students have the right to:

- Choose **not** to file a complaint
- Choose **not** to participate in an investigation
- Request accommodations
- Access support services **without** filing a formal report

Notwithstanding, TTDS may initiate an investigation without consent if safety is threatened.

7. Investigation Procedures

Any TTDS student may file a written complaint with the **Head Office Management Team**.

Investigations may involve:

- Head Office Management Team
- Human Resources
- Campus Administrators
- TTDS President

Upon receiving a complaint, TTDS will:

1. Determine if an investigation should proceed
2. Confirm whether the complainant wishes to participate
3. Assign an appropriate investigator
4. Determine if the matter must be referred to police
5. Implement interim safety measures

Investigation Steps

- Both complainant and respondent may bring a support person
- Detailed interviews with all involved parties
- Collection of evidence and witness statements
- Regular updates to both parties

Outcome

Following the investigation, TTDS will:

- Review evidence
- Determine whether sexual violence occurred
- Issue disciplinary action if required

Students who report in good faith will **not** be penalized for drug/alcohol use at the time of the incident.

No irrelevant sexual history questions will be asked.

8. Disciplinary Measures

If misconduct is confirmed, actions may include:

- Termination of staff or instructors
- Expulsion of students
- Restrictions on accessing TTDS premises
- Other measures deemed appropriate

9. Appeals

Either party may appeal the decision within **10 days** by submitting a written request to TTDS Management.

10. False Statements

Knowingly filing a false complaint or providing false information is a violation of this policy and may lead to termination or expulsion.

11. Reprisal

Retaliation against anyone involved in a complaint or investigation is strictly prohibited and subject to disciplinary action.

12. Policy Review

TTDS will review this policy every **three years** with input from students.

13. Collection of Data

TTDS will collect and provide student data as required by the **Superintendent of Career Colleges** under the **Ontario Career Colleges Act, 2005**.

Ottawa – Local Sexual Assault Support Resources

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1. Ottawa Rape Crisis Centre
Crisis Line: 613-562-2333
Email: info@orcc.net
Website: www.orcc.net
2. Ottawa Hospital – Sexual Assault and Partner Abuse Care Program (SAPACP)
Civic Campus, 1053 Carling Ave., Ottawa, ON
24/7 Phone: 613-798-5555 ext. 13770
3. Interval House of Ottawa
24/7 Crisis Line: 613-234-5181
Website: www.intervalhouse.ca

4. Ottawa Victim Services
24/7 Support Line: 613-238-2762
Website: www.ovs-svo.com
5. Sexual Assault Support Centre of Ottawa (SASC Ottawa)
24/7 Crisis Line: 613-234-2266
Office Phone: 613-725-2160
Website: www.sascottawa.com
6. Eastern Ottawa Resource Centre – Violence Against Women Program
Phone: 613-741-6025
Website: www.eorc-creo.ca