

ONTARIO TRUCK DRIVING SCHOOL (OTDS) SEXUAL VIOLENCE & HARASSMENT POLICY

December 4, 2025

Sexual Violence & Harassment Policy Statement

Sexual assault and sexual violence are unacceptable and will not be tolerated at Ontario Truck Driving School. We are committed to challenging and preventing sexual violence and creating a safe environment for anyone in our college community who has experienced sexual violence. OTDS is expected to be a safe place where members of the college community feel able to work, learn and have the right to study in an environment free of sexual violence.

Definition of Sexual Violence

Sexual violence is defined as a sexual act committed against someone without that person freely giving consent. It is a broad term that describes any violence, physical or psychological, carried out through sexual means or by targeting sexuality. This violence takes different forms including sexual abuse and sexual assault. Acts of sexual violence include unwanted sexual comments or advances; coercion of another person's sexuality by physical or psychological intimidation and/or the denial of another person's sexual decision-making rights. Sexual violence is divided into the following types: Completed or attempted forced penetration of a victim. Completed or attempted drug/alcohol-facilitated penetration of a victim. Sexual violence can profoundly impact physical and mental well-being of individuals and communities.

Definition of Sexual Harassment

Sexual Harassment is prohibited by Ontario Human Rights Code and may be based on gender, including transgendered persons, or may involve the use of overt sexual language or sexual innuendo which makes an individual feel uncomfortable. Sexual harassment is different from flirting, playing around or other types of behavior that you enjoy or welcome. Sexual harassment can be requests for sexual favors or unwelcome sexual behavior that is bad enough or happens often enough to make you feel uncomfortable, scared or confused and that interferes with your schoolwork or your ability to participate in extracurricular activities or attend classes. Sexual harassment can be verbal; comments about your body, spreading sexual rumors, sexual remarks or accusations, dirty jokes or stories. Sexual harassment can be physical, grabbing, rubbing, touching, flashing or mooning, pinching in a sexual way and sexual assault. Sexual harassment can be visual, a display of naked pictures or sex-related objects and obscene gestures. Sexual harassment can happen to girls and boys. Sexual harassers can be fellow students, teachers, instructors, principles, janitors, coaches and other school officials.

Sexual Assault:

Sexual assault is a form of sexual violence and is a criminal offence under the Criminal Code of Canada. Sexual assault is any type of unwanted sexual act done by one person to another that violates the sexual integrity of that person and involves a range of behaviours from any unwanted touching to penetration. Sexual assault is characterized by a broad range of behaviours that involve the use of force, threats or control towards a person, which makes that person feel uncomfortable, distressed, frightened, threatened or that is carried out in circumstances in which the person has not freely agreed, consented to or is incapable of providing consent.

Reporting, Responding and Training of Sexual Violence

OTDS will include a copy of the Sexual Violence and Harassment Policy in every contract made between it and its students, and provide a copy of the Sexual Violence & Harassment Policy to OTDS management, 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 as required under 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.

The Sexual Violence & Harassment Policy shall be published on its website.

Management, instructors, staff, other employees and contractors of OTDS will report incidents of or complaints of sexual violence to Campus Administrator upon becoming aware of them. The Campus Administrator will forward all information to the Head Office Management Team.

Students who have been affected by sexual violence or who need information about support services should contact the Campus Administrator who in turn will advise the Head Office Management Team.

OTDS 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:

Ensuring that all complaints/reports and information gathered 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 ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent. OTDS 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.

Notwithstanding in certain circumstances, OTDS 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.

In all cases, including above, OTDS will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact the Campus Administrator/Head Office Management Team. In this regard, OTDS 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. Students are not required to file a formal complaint in order to access supports and services.

Investigating Reports of Sexual Violence

Under this Sexual Violence & Harassment Policy, any student of OTDS may file a report of an incident or a complaint to the Head Office Management Team in writing. The other officials, offices or departments that will be involved in the investigation are HR Department, Head Office Management Team, Campus Administrators and the President. Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Head Office Management Team will respond promptly and:

- Determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation;
- Determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;
- 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, OTDS may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures
- 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.

Once an investigation is initiated, the following will occur:

- the Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation;
- 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.
- 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;
- Interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses;
- Providing reasonable updates to the Complainant and the Respondent about the status of the investigation.

Following the investigation, the Head Office Management Team will:

- Review all of the evidence collected during the investigation;
- Determine whether sexual violence occurred; and if so
- Determine what disciplinary action, if any, should be taken.

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 alleged sexual violence occurred. 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.

Disciplinary Measures

If it is determined by OTDS that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include:

- disciplinary action up to and including termination of employment of instructors or staff; or
- expulsion of a student; and /or
- the placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or
- 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 the Management within 10 days by submitting a letter addressed to Management advising of the person's intent to appeal the decision.

Making False Statements

It is a violation of this Sexual Violence & Harassment Policy for anyone to knowingly make a false complaint of sexual violence or to provide false information about a complaint. Individuals who violate this Sexual Violence & Harassment 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

It is a violation of this Sexual Violence & Harassment 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. Individuals who violate the Sexual Violence & Harassment 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.

Review

OTDS shall ensure that student input is considered in the development of its Sexual Violence & Harassment Policy and every time it is reviewed or amended. OTDS shall review its Sexual Violence & Harassment Policy 3 years after it is first implemented and amend it where appropriate. This date is December 2025.

Collection of Student Data

OTDS shall collect and be prepared to provide, upon request by the Superintendent of Career Colleges, such data and information as required according to the Ontario Career Colleges Act, 2005 as amended.

List of Provincial Rape Crisis Centres

Canadian Association of Sexual Assault Centres – Ontario
Assaulted Women's Helpline – Toll Free 1-866-863-0511
French
Fem'aide – Toll Free 1-877-336-2433

Local Resources

Brantford

Sexual Assault/Domestic Violence Care Team
Brantford General Site
200 Terrace St.
519-751-5544, ext. 4449

Chatham

Sexual Assault/Domestic Violence Treatment Centre
Chatham–Kent Health Alliance
80 Grand Ave. W.
519-352-6400, ext. 6382

Hamilton

Sexual Assault/Domestic Violence Care Centre
Hamilton Health Sciences McMaster University
Medical Centre
1200 Main St. W.
905-521-2100, ext. 73557

Kitchener

Sexual Assault Support Centre of Waterloo Region
MAIN OFFICE
300-151 Frederick St., Kitchener, ON N2H 2M2
Office Phone: 519.571.0121
Email: info@sascwr.org
CAMBRIDGE Satellite Office
the Hub @ 1145, 1145 Concession Road, Cambridge,

London

Regional Sexual Assault and Domestic Violence
Treatment Centre
St. Joseph's Health Care
268 Grosvenor St.
519-646-6100, ext. 64224

Owen Sound

Sexual Assault/Domestic Violence Care Centre
The Grey Bruce Regional Health Centre
1800–8th St. E.
519-376-2121, ext. 2458

Sarnia

Sexual Assault Survivors' Centre Sarnia-Lambton
420 East St. N. Unit 11, Sarnia, ON
Phone Number: 519-337-3154.
Crisis Line: 519-337-3320.
Text Number: 519-337-3320.
Chat Support: <http://sexualassaultsarnia.ca>.
Email: info@sascsl.ca.

Welland

Niagara Sexual Assault Centre
43 Church Street, Suite 503
St. Catharines, ON L2R 7E1
Business number: 905 682 7258
Crisis line number: 905 682 4584

Windsor

Sexual Assault/Domestic Violence and Safekids Care Centre
Windsor Regional Hospital Grace Campus
1995 Lens Ave.
519-255-2234