

Sexual Violence & Harassment Policy

Essential Helicopters
Private Career College Students
October 25, 2018

1. Policy Application

This policy applies to all students of Essential Helicopters.

2. The Scope

The policy applies to complaints of sexual violence that have occurred on the Essential Helicopters campus or at one of our events and involving our students.

3. Purpose and Intent

All of Essential Helicopters students have a right to study in an environment free of sexual violence. This document sets out Essential Helicopters policy on sexual violence involving students, defines the prohibited behaviors, and outlines our investigative processes for sexual violence.

4. Policy Objectives

Essential Helicopters is committed to providing students with an educational environment free from sexual violence and treating those students who report incidents of sexual violence with dignity and respect.

To that end Essential Helicopters will provide a copy of the policy to all students, and educate them together with management and employees about this policy and how to identify situations that involve, or could progress into sexual violence against students and how to reduce it.

Where a complaint has been made, under this policy, of sexual violence Essential Helicopters will take all reasonable steps to investigate it, including as follows:

- providing on-campus investigation procedures to students for sexual violence complaints;
- responding promptly to any complaint and providing reasonable updates to the complainant and the respondents about the status of the investigation;
- assisting students who have experienced sexual violence in obtaining counselling and medical care;
- provide students who have experienced sexual violence with appropriate academic and other accommodation;
- provide students who have experienced sexual violence with information reporting options as set out in Appendix 1.

5. Definition of Sexual Violence

This policy prohibits sexual violence, which 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.

6. Reporting and Responding to Sexual Violence

Students and staff of Essential Helicopters will take all reasonable steps to prevent sexual violence involving students on campus or at an Essential Helicopters event by reporting immediately to the Student Coordinator if a student has been subject to, or they have witnessed or have knowledge of sexual violence involving students, or have reason to believe that sexual violence has occurred or may occur which involves a student.

Once Essential Helicopters has received a report of sexual violence, appropriate support and other resources will be offered to the person who has experienced sexual violence, as well as to any person or group against whom an allegation of sexual violence is made. The Student Coordinator recognizes the right of the complainant to determine how her or his complaint will be dealt with. However, in certain circumstances, the Student Coordinator may be required by law or internal policies to initiate an internal investigation and/or inform police without the complainant's concern, if believed the safety of members on campus or broader community are at risk.

A complainant seeking accommodation should contact the Student Coordinator during normal Essential Helicopters business hours. 24 hour support resources throughout Ontario are listed in Appendix 1.

Mailing Address:
638 Hwy 654 W.
Callander, ON
POH 1H0

Physical Address:
Hangar #1
G A Way, Jack Garland Airport
North Bay, ON
P1B 9N8

Phone:
705-476-3626
After Hours:
705-471-8216
info@essentialhelicopters.ca

Student Coordinator

Elaine Ross
Essential Helicopters
55 Aviation Lane
North Bay ON, P1B 9N8
705-476-3626
info@essentialhelicopters.ca

7. Investigative Reports of Sexual Violence

A complaint of sexual violence may be filed under this policy, by any student, to the Student Coordinator in writing. A complainant may ask another person to be present during the investigation.

Upon a complaint of alleged sexual violence being made the Student Coordinator will initiate an investigation, including as follows:

- determine whether the incident should be referred immediately to the police;
- determine what interim measures, if any, need to be taken during the investigation;
- meet with the complainant to determine 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;
- interview the complainant, any person involved in the incident may any identified witnesses;
- interview any other person who may have knowledge of incidents related to the complaint or any other similar incidents;
- inform the respondent of the complaint, providing details of the allegations and giving the respondent an opportunity to respond to those allegations;
- provide reasonable updates to the complainant and the respondents about the status of the investigation;
- determine what disciplinary action, if any, should be taken.

8. Disciplinary Measures

If it is determined by Essential Helicopters that a student has been involved in sexual violence, immediate disciplinary or corrective action will be taken up to and including termination of employment of instructors or staff or expulsion of a student.

In cases where criminal proceedings are initiated, Essential Helicopters will assist police agencies, lawyers, insurance companies, and courts to the fullest extent.

Where criminal and/or civil proceedings are commenced in respect of allegations of sexual violence Essential Helicopters may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.

9. Making False Statements

It is a violation of this policy for anyone to knowingly make a false complaint of sexual violence or to provide false information about a complaint. Individuals who violate this policy are subject to disciplinary and/or corrective action, up to and including termination of employment or instructors or staff or expulsion of a student.

10. Reprisal

It is a violation of this 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.

11. Review

This policy will be reviewed every three years. Essential Helicopters shall ensure that student input is considered, in accordance with any regulations, every time the policy is renewed or amended.

12. Collection of Student Data

Essential Helicopters shall collect and be prepared to provide upon request by the Superintendent of Private Career Colleges such data and information as required according to Subsection 32.3(8), (9) and (10) of Schedule 5 of the Private Career Colleges Act, 2005 as amended.

13. Resources

Appendix A lists local crisis centres.

Mailing Address:
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Appendix A

Other Resources and Supports Available to You

Good2Talk (1-866-925-5454) is a free, confidential and anonymous helpline providing professional counselling and information and referrals for mental health, addictions and well-being to post-secondary students in Ontario, 24/7/365. Good2Talk is 100% anonymous – there is no caller ID, nor does the caller need to provide any identifying information. They may ask for a postal code or the school the individual is attending in order to find services or supports available in the area. However, the caller is always in control of the information provided and the call will not be traced. Because Good2Talk's service is anonymous and confidential, Essential Helicopters will not know that a call has been placed to the helpline. The only time anyone else will know is if there is imminent risk of harm to the caller or others and identifying information (such as name and address) has been provided. In that case, there is a duty to report and are required by law to contact the police or other authorities.

Related policies, procedures and protocols:

- Respectful College Community Procedures
- Involuntary Withdrawal for Non-Academic Reasons Policy
- Ontario Human Rights Code, R.S.O 1990, Chapter H.19
- Ontario Occupation Health & Safety Act, R.S.O 1990, Chapter O.1
- Freedom of Information and Protection of Privacy Act, R.S.O. 1990, CHAPTER F.31

Canadian Association of Sexual Assault Centres – Ontario

Assaulted Women's Helpline

Toll Free: 1-866-863-511

#safe (#7233) on Bell, Rogers, Fido or Telus Mobile

TTY: 416-364-8762

www.awhl.org

Emergency Shelter Resource line:

1-888-821-3760

Nipissing Amelia Rising Sexual Assault Centre of Nipissing

24 Hours: 705-476-3355

Office: 705-840-2403

North Bay Regional Health Centre

Sexual Assault Treatment Centre

24 Hours: 1-800-352-1141

Office: 705-474-8600

www.nbrhc.on.ca

Fem'aide – Francophone

Toll Free: 1-877-336-2433

ATS: 1-866-860-7082

www.femaide.ca

Confidentiality

Confidentiality is an important principal in creating an environment where those who have experienced sexual violence feel safe to disclose and seek support and accommodation. The privacy and confidentiality of all members of Essential Helicopters' community involved in any complaint, will be protected to the extent possible, but may be precluded where, an individual may be at risk of self-harm or harming another, reporting is required by law or when Essential Helicopters has an obligation to investigate.

Maintenance of Statistics

Essential Helicopters will maintain annual statistics, without identifying information, on disclosed and reported incidents of sexual violence on campus in accordance with Private Career Colleges Act and provincial regulations.

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