

SEXUAL VIOLENCE POLICY

Outlined and Followed By: VOILA INSTITUTE

Voila Institute of Hair Design believes that all students have the right to work in an environment free of discrimination, harassment and sexual violence. This includes all forms of sexual harassment and other forms of offensive or degrading remarks and /or conduct about a staff or students race, colour, creed, religion, national origin, sex, marital status, disability, both shape or size, age, affectional preference, public assistance status or any other basis protected by law. Voila Institute will not tolerate harassment of its staff/students in any form by management team members, instructors, owners, clients, students or suppliers. No student will be subjected to unsolicited/unwelcome sexual overtures or conduct whether verbal, visual or physical.

Sexual harassment is not limited only to sexual comments or innuendo, flirtations or propositions. Sexual or non-sexual harassment includes any action, conduct or communication which is viewed as harassment, including unwelcome sexual advances, requests for sexual favours, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct or communication is made, either explicitly or implicitly, a term or condition of an individual's employment/enrolment with Voila Institute of Hair Design; or
- Submission to, or rejection of that conduct or communication by an individual is used as a factor in enrolment decisions affecting such individuals; or
- That conduct or communication has the purpose or effect of substantially interfering with an individual's employment/enrolment, or creates an intimidating, hostile or offensive work environment; and Voila Institute of Hair Design knows or should know of the existence of the harassment, whether the employee/student reports it or not, and the company fails to take timely and appropriate action.

"Sexually motivated" includes unwelcome, object able and offensive conduct or communication, which even though not sexual in nature, is directed at an employee/student on account of his or her gender. The following are some examples of conduct that may constitute sexual harassment:

- Jokes or remarks of a discriminatory nature made to, or in the presence of employees/students who may find such jokes or remarks offensive.
- The dissemination of material (such as cartoons, articles, pictures etc.), which have sexual or discriminating content.
- Use of any offensive or demeaning terms, which have sexual connotation, or are addressed to an employee/student on account of his/her gender.
- Object able, unwelcome physical proximity or physical contact
- Unwelcome gender-based suggestions regarding, or invitations to, social events.
- Any action relating to an employee or student's status, which is affected by offering or granting of a gender, based request for social sexual favours.

This policy applies to all employees/students and owners regarding their actions and activities both in and away from the work locations. No person employed or attending Voila Institute of Hair Design regardless of status or position held is accepted from this policy. All persons in supervisory positions are responsible for insuring reasonable care is taken to maintain a work environment free from sexual harassment and other forms of offensive behaviour.

Any employee or student who believes he/she is being subjected to sexual or non-sexual harassment or is subjected to retaliation, or has witnessed sexual or non-sexual harassment or retaliation towards a staff or students are not subjected to, however are encouraged to report to a management team member at the Voila Institute of Hair Design. If the claim is against a management team member your claim should be taken directly to the superintendent. No relation will be taken against anyone reporting sexual or non-sexual harassment.

Any student effected by sexual violence, directly or indirectly will be guided by Voila Institute to resolve the matter either within the college, or if necessary, the matter will be directed to the appropriate party.

Outside of Voila Institutes parameters, if the students involved wishes to seek help regarding any affect from a sexual violence incident, the college urges any and all persons to contact the sexual assault support center of waterloo region, located in Kitchener, Ontario.

DISCLOSING SEXUAL VIOLENCE TO THE COLLEGE

If a student wishes to disclose an act of sexual violence or harassment to the College the following are ways to go about the process.

- ❑ When disclosing the matter to anyone at Voila Institute, the person is encouraged, and is always free, to consult with or seek the advice and support from the Staff at the college.
- ❑ If an incident of sexual violence is disclosed to a member of the Institute, the person to whom it is disclosed has a duty to refer the person to this Policy and inform them that our administrative and coordination office will direct the party involved to get support and information about the availability of services and on the complaint process and alternative measures.
- ❑ A person affected by sexual violence is not required to disclose an incident of or make a complaint about sexual violence under the formal complaint process of this Policy in order to obtain the supports and services referred to below or in order to receive appropriate accommodation for his, her or their needs.

Confidentiality

- ❑ Disclosures of sexual violence to any Voila Institute Staff Member will be treated in a confidential manner and in accordance with Privacy Act.
- ❑ All members of Voila Institutes community who receive a disclosure of sexual violence or who are involved in addressing or investigating it must keep the matter confidential in order to safeguard individuals against unsubstantiated allegations, to protect the rights of those involved in the allegations and prevent an unjustified invasion of their personal privacy and to preserve the integrity of the investigation
- ❑ Voila Institute will make every reasonable effort to maintain confidentiality when it becomes aware of an incident of sexual violence and will limit disclosure of information about individuals to only those within the College who need to know for the purposes of, or those consistent with, addressing the situation, investigating or taking corrective action. Under the following circumstances, however, Voila might face additional legal obligations and may not be able to guarantee complete confidentiality if:
 - an individual is at risk of self-harm:

- an individual is at risk of harming an identified individual;
- if reporting or investigation is required by law (the following examples are not meant to be exhaustive: an incident involving a minor or obligations related to occupational health and safety or to human rights legislation).
- If a survivor or other person requests that the College not act on a disclosure of sexual violence, the College must weigh that person's request against its legal obligation to take action and provide a learning and work environment that is safe and free from sexual violence for all members of the University community.

Disclosing an emergency – Protection Services

In an emergency on campus (imminent threat of sexual violence and of harm to a person or sexual violence is actually occurring) a report can be made to Protection Services:

- Phone Waterloo Regional Police Dispatch [519-653-7700]
- Call 911

In a nonemergency event, all reports would be directed to Voila Institutes' administrative staff and handled according to each individual situation.

Support and Services

- Sexual Support Center of Waterloo
519-741-8633
<https://www.sascwr.org/>
- Assaulted Womens Help Line
(1-866) 863-0511
www.awhl.org
- Victim Services Victim Services
(519) 585-2363 (M-F daytime)
(519) 570-5143 (evenings, weekends & holidays)
www.vswr.ca
- Women's Crisis Center of Waterloo
519-742-5894
<https://wccswr.org/>