



BRIGHT FUTURE DRIVING SCHOOL INC.

UNIT 207, 2120 NORTH PARK DRIVE, BRAMPTON, ON L6S 0C9

Campus Director/Administrator: Sukhjinder Randhawa

Contact: 647-721-8010 brightfuturesdriving@hotmail.com

Sexual Violence and Harassments Policy

1. Policy Application

The Policy applies to all members of Bright Future Driving School including students, staff, directors and individuals who are directly connected to any of Bright Future Driving School initiatives.

Bright Future Driving School shall review its sexual violence policy, 3 years after it is first implemented and amend it where appropriate. This date is June 15th, 2029.

2. The Scope

The Policy applies to complaints of sexual violence that have occurred on Bright Future Driving School campus or in any training vehicle, or at any of its events that involve our students, staff, directors or individuals connected to Bright Future Driving School.

3. Purpose and Intent

All members of Bright Future Driving School have a right to study and work in an environment free of sexual violence and sexual harassment. This document sets out our policy on sexual violence and sexual harassment, defines the prohibited behaviours, and outlines our investigative processes for sexual violence and sexual harassment.

4. Policy Objectives

Bright Future Driving School is committed to providing members of our career college community an educational environment, free from sexual violence and sexual harassment and treating those individuals who report incidents of sexual violence or sexual harassment with dignity and respect. Bright Future Driving School will educate and train staff and students about this Policy and how to identify situations that involve or could progress into sexual violence or sexual harassment and how to reduce these forms of prohibited behaviours. Where a complaint has been made, under this Policy, of sexual violence or sexual harassment Bright Future Driving School will take all reasonable steps to investigate it, including as follows:

- a. Providing on-campus investigation procedures to students and staff for sexual violence complaints that ensures fairness due process;
- b. Responding promptly to any complaint and providing reasonable updates to the complainant and the respondent about the status of the investigation;
- c. Assisting those who have experienced sexual violence or sexual harassment in obtaining counselling and medical care;
- d. Providing those who have experienced sexual violence or sexual harassment with appropriate academic and other accommodation;
- e. Providing those who have experienced sexual violence or sexual harassment with information about reporting options.



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5. Definitions

Sexual Violence

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.

Sexual Harassment

Any conduct, comment, gesture, or contact of a sexual nature that is likely to cause offence or humiliation to any employee; or that might, on reasonable grounds, be perceived by that employee as placing a condition of a sexual nature on employment or on any opportunity for training or promotion. Examples of sexual harassment include but are not limited to the following:

The following list is not exhaustive, but it should help to identify what may be sexual and gender-based harassment:

- demanding hugs
- invading personal space
- unnecessary physical contact, including unwanted touching
- derogatory language and/or comments toward women (or men, depending on the circumstances), sex-specific derogatory names
- leering or inappropriate staring
- gender-related comment about a person's physical characteristics or mannerisms
- comments or conduct relating to a person's perceived non-conformity with a sex-role stereotype
- displaying or circulating pornography, sexual pictures or cartoons, sexually explicit graffiti, or other sexual images (including online)
- sexual jokes, including circulating written sexual jokes (e.g. by e-mail)
- rough and vulgar humour or language related to gender
- sexual or gender-related comment or conduct used to bully a person
- spreading sexual rumours (including online)
- suggestive or offensive remarks or innuendo about members of a specific gender
- propositions of physical intimacy
- gender-related verbal abuse, threats, or taunting
- bragging about sexual prowess
- demanding dates or sexual favours
- questions or discussions about sexual activities
- paternalistic behaviour based on gender which a person feels undermines their status or position of responsibility
- Threats to penalize or otherwise punish a person who refuses to comply with sexual advances (known as reprisal).



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6. Reporting and responding to sexual harassment and/or sexual violence

- a. A copy of the sexual harassment policy will be included in the enrollment package between all students and Bright Future Driving School; all staff of Bright Future Driving School will also be provided with a copy of the sexual harassment policy and training provided on it.
- b. Any member of Bright Future Driving School and/or students will immediately report any incident of sexual harassment and/or sexual violence upon becoming aware of them.
- c. Any Bright Future Driving School staff and/or student that has experienced sexual harassment and/or sexual violence are encouraged to come forward to report as soon as they are able to. Incident(s) should be reported to Sukhjinder Randhawa Director of Bright Future Driving School at Contact Number 647-721-8010 or brightfuturedriving@hotmail.com.
- d. Where Bright Future Driving School becomes aware, or should be reasonably aware, of incidents of sexual harassment and/or sexual violence by a member of staff and/or student or against a member of staff and/or student, on or off Bright Future Driving School, we will take all reasonable steps to ensure the safety of all employees and students.
- e. Bright Future Driving School will attempt to keep all information disclosed confidential except in those circumstances 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 our campus or the broader community are at risk. This will be done by:
 - (i) ensuring all complaints/reports and information gathered as a result of the complaints/reports 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
 - (ii) ensuring that the documentation is kept in a separate file from that of the Complainant/Student or the Respondent
- f. Bright Future Driving School recognizes the right of the complainant not to report an incident or make a complaint about sexual harassment and/or sexual violence or not request an investigation and not to participate in any investigation that may occur. However, in certain circumstances, Bright Future Driving School 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.
- g. Students who have been affected by Sexual violence or who need information about support Services must contact the Campus Director/Administrator.

Sukhjinder Randhawa
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- f. In any situation Bright Future Driving School will appropriately accommodate the needs of its students who are affected by sexual violence. This includes obtaining counselling, medical care, and provide them with information about sexual violence supports and services available in the community. Refer to Table 1 for list of available resources. Students seeking accommodation should contact the above mentioned campus director/ administrator.
- g. It is highlighted that students are not required to file a formal complaint in order to access supports and services.

7. Investigations

A complaint of sexual violence may be filed under this Policy, by any student of our career college, to the Campus Administrator in writing.

A complainant may ask another person to be present during the investigation.

Report the complaint to Bright Future Driving School Campus Administrator in writing. A complaint of sexual violence may be filed under this Policy, by any member of our career college community, to the Bright Future Driving School Campus Administrator in writing. Upon a complaint of alleged sexual harassment being made to Bright Future Driving School Campus Administrator, the Campus Administrator will initiate an investigation, including as follows:

- a. determining whether the incident should be referred immediately to police;
- b. meeting 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;
- c. interviewing the complainant, any person involved in the incident and any identified witnesses;
- d. interviewing any other person who may have knowledge of incidents related to the complaint or any other similar incidents;
- e. informing the respondent of the complaint, providing details of the allegations and giving the individual an opportunity to respond to those allegations;
- f. providing reasonable updates to the complainant and the respondent about the status of the investigation; and
- g. Determining what disciplinary action, if any, should be taken.

Right to Withdraw a Complaint

A complainant has the right to withdraw a complaint at any stage of the process. However, Bright Future Driving School may continue to act on the issue identified in the complaint in order to comply with its obligation under this Policy and/or its legal obligations.

8. Disciplinary Measures

If it is determined by Bright Future Driving School that a student of our career college has been involved in sexual violence, immediate disciplinary or corrective action will be taken. Disciplinary or corrective action may include:



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- (a) Disciplinary action up to and including termination of employment of instructors or staff; or
- (b) Expulsion of a student; and/or
- (c) The placement of certain restrictions on the respondent's ability to access certain premises or facilities; and/or
- (d) Any other actions that may be appropriate in the circumstances.

In cases where criminal proceedings are initiated, Bright Future Driving School will assist police agencies, lawyers, insurance companies, and courts to the fullest extent.

9. Appeal

Should the complainant or the respondent not agree with the decision resulting from the investigation, he or she may appeal the decision within seven (7) business days by submitting a letter addressed to the Campus Administrator, Sukhjinder Randhawa at Bright Future Driving School Inc., unit 207, 2120 North Park Drive, Brampton, ON L6S 0C9 or by email: brightfuturesdriving@hotmail.com advising of the person's intent to appeal the decision.

10. 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 of instructors or staff or expulsion of a student.

11. Reprisal

- a) It is a violation of this Policy to retaliate or threaten to retaliate against a complainant, acting in good faith, who has brought forward a complaint of sexual violence, provided information related to a complaint, or otherwise been involved in the complaint investigation process.
- b) Individuals who violate the Sexual Violence Policy are subjected to disciplinary and/or corrective action, up to and including termination of employment of instructors or staff or expulsion of student.

12. Collection of Student Data

Bright Future Driving School Inc. shall collect and be prepared to provide upon request by the Superintendent of Career colleges such data and information as required according subsection 32.1, (8), (9) and (10) of Schedule 5 of the Career colleges Act, 2005 as amended.

13. 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;

14. 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.



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15. Resources

Table 1 lists provincial sexual violence and harassment centres which could be provided as resources.

Table 1: Sexual Assault centres in Ontario

Region in Ontario	Sexual Assault Centre	24-hr Crisis Line	Office Phone Number
Belleville-Quinte	Sexual Assault Centre for Quinte & District	1-877-544-6424	613-967-6300
Chatham-Kent	Chatham-Kent Sexual Assault Crisis Centre	519-354-8688	519-354-8908
Durham	Durham Rape Crisis Centre	905-668-9200	905-444-9672
Guelph-Wellington	Guelph-Wellington Women in Crisis	519-836-5710 1-800-265-7233	519-836-1110
Halton (Oakville)	Sexual Assault & Violence Intervention Services of Halton	905-875-1555	906-825-3622
Hamilton	Sexual Assault Centre Hamilton & Area (SACHA)	905-525-4162	905-525-4573
Kingston	Sexual Assault Centre Kingston	613-544-6424 1-877-544-6424	613-545-0762
Waterloo	Sexual Assault Support Centre of Waterloo Region	519-741-8633	519-571-0121
London-Middlesex	Sexual Assault Centre London	519-438-2272 1-877-529-2272	519-439-0844
Niagara	Niagara Region Sexual Assault Centre	905-682-4584	905-682-7258



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Oshawa-Durham	Oshawa-Durham Rape Crisis Centre	905-668-9200	905-444-9672
Peel	Hope 24/7: Sexual Assault Centre of Peel	1-800-810-0180	905-792-0821
Renfrew	Women's Sexual Assault Centre of Renfrew County	1-800-663-3060	613-735 – 5551
Sarnia-Lambton	Sexual Assault Survivors' Centre Sarnia-Lambton	519-337-3320	519-337-3154
Simcoe	Athena's Sexual Assault Services	705-737-2008	705-737-2884
		1-800-987-0799	
Sudbury	Voices for Women Sudbury		705-523-7100 ext. 2647
Thunder Bay	Thunder Bay Sexual Abuse & Sexual Assault Counselling & Crisis Centre	807-344-4502	807-345-0894
Timmins	Timmins and Area Women in Crisis	1-877-268-8380	705-268-8381
Toronto	Toronto Rape Crisis Centre	(416) 597-8808	416-597-1171
Windsor-Essex	Sexual Assault Crisis Centre of Essex County	519-253-9667	519-253-3100
York	Women's Support Network of York Region	1-800-263-6734	905-895-3646



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Other Resources:

Good to Talk

Post-Secondary Student Helpline– Free 24/7/365 professional, anonymous support for students

1-866-925-5454 <http://www.good2talk.ca/>

Student Lifeline

Professional support for maintaining a healthy balance between school, work and everyday life. Confidential consultations, counselling, community referrals, resources (articles, CD's, booklets), and online tools (blogs, podcasts, Depression and Stop Smoking Centres)

1-877-418-1537

Tty/tdd 1-877-371-9978

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