



## **International Beauty Institute Sexual Violence Procedure for Employees**

### **Purpose:**

This Procedure is intended to assist employees of International Beauty Institute (hereafter referred to as "IBI") community in the prevention of sexual violence, in knowing how and where to report any incident of sexual violence, to highlight resources available to assist student employees and employees both on and off campus, and to encourage reporting of sexual violence. Sexual Violence takes different forms and can include: sexual abuse, sexual assault, rape, incest, childhood sexual abuse, rape during armed conflict, sexual harassment, stalking, indecent or sexualized exposure, degrading sexual imagery, voyeurism, cyber harassment, trafficking, and sexual exploitation. ([Sexual Violence Ontario](#))

The procedure outlines the step-by-step process involved in the resolution of all incidents of sexual violence for employees and the responsibility of IBI in the resolution process of complaints related to sexual violence.

All reported incidents of sexual violence will be investigated in a manner that ensures due process for all parties involved, i.e. complainant/s, respondent/s, and witness/es.

Investigations into reported incidents of sexual violence will proceed to Step 4 of the Human Rights Complaint Resolution Procedures outlined below

## Procedures:

### 1. If You Have Experienced or Have Been Affected by Sexual Violence on IBI Property or at IBI Affiliated/Hosted Events on or off Campus

As an employee, if you have experienced or have been affected by sexual violence on IBI's property or in relation to IBI activities, it is entirely up to you if you choose to report the incident(s); however, you are strongly encouraged to do so. If you need assistance, please follow the steps outlined below:

#### **Step 1- Immediate Response**

If you have experienced sexual violence or sexual assault on IBI's property:

- i. Go to a safe place, including your work site, the Department of Public Safety, or your home.
- ii. For immediate support by telephone:
  - a. Hope 24/7 for the Region of Peel: 1-800-810-0180; or
  - b. Toronto Rape Crisis Centre/Multicultural Women Against Rape: 416- 597-8808
- iii. Police: 911
- iv. Seek medical attention if necessary. Go to your local emergency room that has a domestic violence and sexual assault care centre such as: [Chantal's Place at Trillium Health Centre](#), [Women's College Hospital](#), or a local hospital in your region.
- v. Assaulted Women's Helpline: 416-863-0511
- vi. Telehealth Ontario: 1-866-797-0000
- vii. Seek out counselling and other supports (refer to section 13).

#### **Step 2 - Options for Follow-up**

It is often difficult to disclose and report incidents of sexual violence. It is entirely up to you if you choose to report the incident; however, we strongly encourage you to do so.

- Incidents can be reported to the Dean James Hartl – [james@intlbeautyinstitute.com](mailto:james@intlbeautyinstitute.com)

Anyone who has experienced sexual violence can expect to:

- be treated non-judgmentally, in a supportive manner, with empathetic and unconditional regard and respect;
- be believed;
- be informed about services and resources;
- decide whether or not to access available services, and to choose those services they feel will be most beneficial;
- have coordinated support that minimizes the retelling of the event to the extent possible;

- decide whether to report to the Department of Public Safety (security) and/or police;
- have an on-campus investigation with IBI's full co-operation;
- have the investigation process explained;
- receive relevant information on the timing of IBI's investigation process;
- have reasonable and necessary actions taken to prevent further unwanted contact with the alleged respondent(s); and
- have interpreters available for accessible services such as American Sign Language, and/or lingual interpretation services for those for whom English is a second language.

### **Step 3 - Filing a Report**

#### **Formal Report**

If you would like to make a formal report of having experienced sexual violence please contact the Dean James Hartl – [james@intlbeautyinstitute.com](mailto:james@intlbeautyinstitute.com)

If you will be meeting with a representative, you may wish to bring a support person with you; this may be a friend, family member, or colleague. A support person may not be a witness or a party to the complaint.

#### **Formal Police Report**

Employees who have experienced sexual violence may also wish to pursue charges under the *Criminal Code of Canada*. If you wish to pursue charges, the Department of Public Safety can assist you with contacting the local police.

#### **Where the Respondent is a Student**

Sexual violence is a breach of IBI's Sexual Harassment Policy.

The Department of Public Safety (Security), the Centre for Human Rights, Equity & Inclusion (CHREI), and the Office of Student Community Standards receive and investigate complaints of sexual violence, including sexual harassment.

### Where the Respondent is an Employee

Sexual violence is a breach of IBI's Sexual Harassment Policy.

Allegations against employees, including students who are employees, will be addressed by the Dean and any other parties required. If the complaint is substantiated following an investigation, IBI will decide on the appropriate disciplinary actions consistent with any applicable collective agreement and/or policies regarding discipline.

### Where the Respondent is Not a Student or an Employee

The Sexual Harassment Policy applies to non-IBI community members such as contractors, suppliers, volunteers, models, or visitors who attend on campus or are involved in IBI-related activities. All non-IBI community members will be subject to complaints if they engage in prohibited conduct. Where a complaint against the respondent is substantiated, IBI will take appropriate action.

All contractual relationships entered into by IBI will be governed by a standard contract compliance clause stating that contractors must comply with Policy, the *Ontario Human Rights Code*, and the *Ontario Occupational Health and Safety Act*, including co-operating in investigations. Breach of the clause may result in penalties, cancellation of contract, or other sanctions.

### **Step 4 - Investigating the Complaint/Formal Investigation**

If and when the complainant decides to proceed to Step 4, the Dean shall meet with the complainant and upon a disclosure and report of sexual violence the staff shall:

- where appropriate, external/independent investigative resources may be engaged to conduct the investigation on behalf of IBI; and
- where appropriate, inform an external Human Resources representative of the employee(s)

## **2. IBI Response to a Report of Sexual Violence**

Where a complaint of sexual violence has been reported to IBI, IBI will exercise care to protect and respect the rights of both the complainant and the respondent. Except as otherwise stated, IBI provides those whose rights, privileges, or interests may be affected by a decision with notice of the decision to be made, disclosure of facts relevant to the decision, and an opportunity to be heard and respond. IBI may decide how it meets these obligations in different circumstances and will do so with a view to providing a fair process, making a sound decision and preserving the dignity of survivors. IBI has the right to withhold disclosure early on its process to obtain a person's independent recollection of events.

IBI understands that individuals who have experienced sexual violence may wish to control whether and how their experience will be dealt with by the police and/or IBI. In most circumstances, the person will retain this control. However, in certain circumstances, IBI may be required to initiate an internal investigation and/or inform the police of the need for a criminal investigation, even without the person's consent, if IBI believes that the safety of other members of the school or community is at risk. The confidentiality and anonymity of the person(s) affected will be prioritized in these circumstances.

A report of sexual violence may also be referred to the police or to other community resources at the complainant's request, where the persons involved are not members of IBI community; in circumstances where IBI is unable to initiate an internal investigation or if IBI believes that the safety of other members of the school community is at risk.

### **IBI is committed to:**

- assisting those who have been affected by sexual violence with choices, including information, resources, and supports, such as referrals to counselling and medical care, information about resolution pathways including legal options, and appropriate academic, employment, and other accommodations;
- assisting employees who are eligible for domestic or sexual violence leave under the Employment Standards Act (ESA).
- ensuring those who disclose that they have been affected by sexual violence are treated with compassion, dignity, and respect and are supported throughout the process of disclosure, investigation, and institutional response;



- addressing harmful attitudes and behaviours that blame the person who has experienced and/or is affected by sexual violence;
- ensuring that IBI investigation procedures are available and are conducted by trained staff;
- engaging in appropriate procedures for investigation and adjudication of a Complaint that are in accordance with IBI policies, standards, and applicable collective agreements to ensure fairness and due process;
- ensuring coordination and confidential communication among the various departments who are most likely to be involved in the response to sexual violence on campus;
- providing information to the IBI community about IBI's sexual violence policies and procedures;
- monitoring and updating our policies and protocols to ensure that they remain effective and in line with other existing policies.

### **3. Roles and Responsibilities of the IBI Community**

While everyone on campus has a role to play in responding to incidents of sexual violence, some campus members will have specific responsibilities which might include:

- External Human Resources to assist with any incidents relating to employees, especially related to accommodation and provisioning of resources; and The Department of Public Safety to assist with investigations and gathering evidence, to implement measures to reduce sexual violence on campus and collaborate with local police where appropriate.

### **4. What To Do If You Have Witnessed Sexual Violence**

If a member of faculty or staff of IBI becomes aware of an allegation of sexual violence against another member of the IBI community, the faculty or staff is required to notify the alleged incident to one of the following:

- Police Services
- Supervisor/Manager
- Dean and/or Director of Campus

### **5. What To Do If Someone Discloses Allegations of Sexual Violence**

- I. Responses to disclosures of sexual violence must be non-judgmental, supportive, empathetic, and met with unconditional regard and respect.
- II. Employees who have experienced sexual violence are encouraged to come forward to report as soon as they are able to do so, and to the avenue that they feel most comfortable to report.

- III. Persons in a position of authority, including persons having responsible charge over the activities of others, shall take immediate action to respond to or to prevent sexual violence from occurring. Employees who witness or receive disclosures of sexual violence are required to notify one of the following:
  - Police Services
  - Supervisor/Manager
  - Deans & Directors of Campus
- IV. IBI takes the failure to report and/or to take action seriously when it affects the safety of people.
- V. Where IBI becomes aware of incidents of sexual violence by a member of the school community or against a member of the school community, which occur on or off IBI property and that pose a risk to the safety of members of the school community, IBI shall take all reasonable steps to ensure the safety of the IBI community.
- VI. A report of sexual violence may also be referred to the police, or to other community resources at the complainant's request, where the persons involved are not members of the IBI community or in circumstances where IBI is unable to initiate an internal investigation under the Sexual Harassment Policy or this Procedure.

## **6. Right to Withdraw a Complaint**

A complainant has the right to withdraw a complaint at any stage of the process. IBI understands that individuals who have experienced sexual violence may wish to control whether and how their experience will be dealt with by the police and/or IBI. In most circumstances, the person will retain this control. However, in certain circumstances, if IBI believes that the safety of other members of the school community is at risk, IBI may be required to initiate an internal investigation and/or inform the police of the need for a criminal investigation, even when the survivor has exercised their right to withdraw a complaint. The confidentiality and anonymity of the person(s) affected will be prioritized in these circumstances.

## **7. Protection for Reprisals, Retaliation, or Threats**

It is contrary to this Procedure, and to the Sexual Harassment Policy, for anyone to retaliate, engage in reprisals, or threaten to retaliate against a complainant, respondent, or other individuals for:

- having pursued rights under the *Ontario Human Rights Code*, the *Occupational Health and Safety Act*, and/or under the *Criminal Code of Canada*;
- having participated or co-operated in an investigation under the *Ontario Human Rights Code*, or the *Occupational Health and Safety Act*; and/or
- having been associated with someone who has pursued rights under the *Ontario Human Rights Code*; the *Occupational Health and Safety Act*, and/or the *Criminal Code of Canada*.

Anyone engaged in such conduct may be subject to sanctions and/or discipline.

## **8. Vexatious Complaints**

Following an investigation, disclosures or complaints that are found to be frivolous, vexatious, or made in bad faith, may result in sanctions and/or discipline against the complainant.

## **9. Multiple Proceedings**

Where criminal and/or civil proceedings are commenced in respect of the allegations of sexual violence, IBI shall conduct its own independent and concurrent investigation into such allegations and will make its own determination in accordance with its policies and procedures. IBI is not bound by the outcome of any external proceedings.

Where there is an ongoing criminal investigation, IBI will cooperate with the police.

## **10. Timeliness**

Timelines set out in this procedure are subject to extension by an IBI official who is the prime decision maker in the step in which the extension is requested. However, extensions will be granted only in circumstances where the request for the extension is made in good faith and for extenuating circumstances, and where there would be no prejudice to the other party or IBI.

## **11. Confidentiality**

Confidentiality is important, particularly to those who have disclosed sexual violence. The confidentiality of all persons involved in a report of sexual violence must be strictly observed, and IBI will do its best to respect the confidentiality of all persons, including the complainant, respondent(s), and witnesses.

However, confidentiality cannot be assured in the following circumstances:

- an individual is at imminent risk of self-harm;





- an individual is at imminent risk of harming another;
- a minor is involved; and/or
- there are reasonable grounds to believe that others in the IBI or wider community may be at risk of harm.

In such circumstances, information will only be shared with necessary service areas/departments to prevent harm, and the name of the survivor would not be released to the public.

The nature of complaint investigation precludes anonymity, hence confidentiality has limitations in the investigation processes. However, due diligence shall be exercised to protect the rights of the complainant, respondent(s), and witnesses. Where IBI becomes aware of an allegation of sexual violence by a member of the IBI community against another member of the IBI community, IBI may also be obliged to take steps to ensure that the matter is dealt with in order to comply with IBI's legal obligation and/or its policies to investigate such allegations. In such cases, specific IBI administrators will be informed about the reported incident on a "need to know" and confidential basis, but not necessarily of the identities of the persons involved. All information collected as a result of a report made under the policy and procedure will be managed in accordance with the *Freedom of Information and Protection of Privacy Act (FIPPA)* and the *Personal Health Information Protection Act (PHIPA)* as applicable.

## 12. Resources and Other Supports

### Available Off-Campus

#### **Assaulted Women's Helpline**

1-866-863-0511; available 24 hours a day, in 200 languages [www.awhl.org/](http://www.awhl.org/) The Assaulted Women's Helpline serves as a free, anonymous and confidential 24-hour telephone and TTY crisis telephone line to all women in the province of Ontario who have experienced any form of abuse. They provide crisis counselling, safety planning, emotional support, information and referrals accessible 7 days a week, 365 days a year.

***Chantel's Place***

Trillium Health Centre 100 Queensway West, Mississauga  
905-848-7580 ext. 2548; for counselling contact 905-848-7689; available 24 hours a day,  
via Trillium's Emergency Department

<https://www.thp.ca/patientservices/womens/Chantels-Place>

Chantel's place is a partner in an Ontario network of sexual assault and domestic violence treatment centres. All services are free, and individuals can obtain a physical examination, an assessment and treatment of injuries, medication to prevent or limit the risk of contracting a sexually transmitted infection or HIV. Staff may also take forensic evidence such as photographs, in the event of abuse; the hospital may be able to provide some immediate and long-term counselling. A medical record is confidential.

***David Kelley Counselling Programs***

<https://familyserVICEToronto.org/our-services/programs-and-services/david-kelley-services/>

The David Kelley Program offers two types of counselling services for Lesbian, Gay, Bisexual, Trans, and Queer folks (LGBTQ+). Options for counselling include the HIV/Aids Community Counselling Program and the Lesbian, Gay, Bisexual, Trans, Queer (LGBTQ+) Counselling Program. The David Kelley program also provides [Partner Assault Response](#) (PAR) services for court- and probation-mandated individuals charged with assault to a same-sex partner.

***First Nations and Inuit Mental Health and Wellness***

1-888-242-3310 or online chat at [Hope for Wellness](#); open 24 hours, 7 days a week;  
Provides immediate mental health counselling and crisis intervention to all Indigenous peoples across Canada.

***Hope24/7***

1-800-810-0180

Crisis Line is Available:

- Monday and Friday 9:00 am – 5:00 pm
- Tuesday and Wednesday 9:00 am – 8:00 pm
- Thursday 9:00 am – 6:00 pm

Gillingham Drive

Suite 6305, Brampton [www.hope247.ca](http://www.hope247.ca)

Hope 24/7 is a charity organization offering psychotherapy services for folks 12 years old and over who have been impacted by relationship and sexual violence.

***Native Women's Resource Centre of Toronto***

416-963-9963

NWRCT is community based and offers culturally relevant services such as legal and health services.

***Police Services – Emergency, Call 911***

Toronto: 416-808-2222

Hamilton: 905-546-4925

***Support Services for Male Survivors of Sexual Abuse***

1-866-887-0015; available 24 hours a day, 7 days a week;

Immediate crisis and referral services in Ontario for male survivors of sexual abuse.

Referrals to counselling, peer support, and other community agencies.

***Talk4Healing***

1-855-554-HEAL (4325) or 2-1-1; available 24 hours a day, 7 days a week;

Free and culturally safe telephone helpline for Indigenous women living in Ontario; Provides services in English, Ojibway, Oji-Cree, and Cree.

***The 519 Community Centre (Toronto)***

416-392-6874

519 Church Street [Info@The519.org](mailto:Info@The519.org);

[www.the519.org/](http://www.the519.org/)

The 519 has been committed to the health, happiness and full participation of the LGBTQ2S communities. The agency utilizes a model of service, space and leadership to promote inclusion and respect.

***The Sexual Assault and Domestic Violence Care Centre at Women's College Hospital***

416-813-6275

<https://www.womenscollegehospital.ca/care-programs/sexual-assault-domestic-violence-care-centre/>

The Sexual Assault/Domestic Violence Care Centre (SA/DVCC) available 24 hours a day, seven days a week, is a comprehensive service that assists women, men, non-binary, and trans people who are survivors of sexual assault and domestic/intimate partner violence.

***Toronto Rape Crisis Centre/Multicultural Women Against Rape***

416-597-8808; available 24 hours a day. <http://trccmwar.ca/>

A confidential community support group that can provide referrals, information and resources. They can also offer a support group or one-on-one counseling. A crisis line can provide immediate support and information anonymously.

Additional resources for Peel Region (Brampton, Mississauga, and Caledon, including Orangeville) can be found at: <http://www.peelregion.ca/health/sexual-assault/help.htm>

Within Ontario, the Women's Assault Helpline ([www.awhl.org/](http://www.awhl.org/)) can assist in finding local resources.

To find a local sexual assault centre in Ontario, visit <http://www.sexualassaultsupport.ca/>. Free, confidential counseling is available.

## Appendix A

### Sexual Assault Centres (Ontario)

<b>Region in Ontario</b>	<b>Sexual Assault Centre</b>	<b>24-hr Crisis Line</b>	<b>Office Phone</b>
<b>Algoma (Sault Ste. Marie)</b>	<a href="#">Women In Crisis Algoma</a>	1-877-759-1230	705-759-1230
<b>Belleville-Quinte</b>	<a href="#">Sexual Assault Centre for Quinte &amp; District</a>	1-877-544-6424	613-967-6300
<b>Brant</b>	<a href="#">Sexual Assault Centre of Brant</a>	519-751-3471	519-751-1164
<b>Bruce County</b>	<a href="#">Women's House Serving Bruce and Grey Sexual Assault Services</a>	1-866-578-5566	519-372-1113 ext. 225
<b>Chatham-Kent</b>	<a href="#">Chatham-Kent Sexual Assault Crisis Centre</a>	519-354-8688	519-354-8908
<b>Cornwall</b>	<a href="#">Sexual Assault Support Services for Women, Cornwall</a>	English: 1-877-544-6424 French: 1-877-446-2433	613-932-1755 ext. 24
<b>East Algoma (Elliot Lake)</b>	<a href="#">Counselling Centre of East Algoma</a>	1-800-721-0077	705-848-2585
<b>Guelph-Wellington</b>	<a href="#">Guelph-Wellington Women in Crisis</a>	519-836-5710 1-800-265-7233	519-836-1110
<b>Halton (Oakville)</b>	<a href="#">Sexual Assault &amp; Violence Intervention Services of Halton</a>	905-875-1555 Text: 905-691-4873	906-825-3622
<b>Hamilton</b>	<a href="#">Sexual Assault Centre Hamilton &amp; Area (SACHA)</a>	905-525-4162	905-525-4573
<b>Kawartha (Peterborough &amp; Area)</b>	<a href="#">Kawartha Sexual Assault Centre</a>	1-866-298-7778	705-748-5901
<b>Kenora</b>	<a href="#">Kenora Sexual Assault Centre</a>	1-800-565-6161	807-468-7958
<b>Kingston</b>	<a href="#">Sexual Assault Centre Kingston</a>	613-544-6424 1-877-544-6424	613-545-0762
<b>Waterloo</b>	<a href="#">Sexual Assault Support Centre of Waterloo Region</a>	519-741-8633	519-571-0121

<b>London-Middlesex</b>	<a href="#">ANOVA (Merge between London's Women's Community House and Sexual Assault Centre London)</a>	519-642-3000 1-800-265-1576	519-642-3003
<b>Muskoka</b>	<a href="#">Athena's Sexual Assault Counselling &amp; Advocacy Centre</a>	705-737-2008 1-800-987-0799	705-737-2884
<b>Niagara</b>	<a href="#">Niagara Region Sexual Assault Centre</a>	905-682-4584	905-682-7258
<b>Nipissing</b>	<a href="#">Amelia Rising Sexual Assault Centre of Nipissing</a>	705-476-3355	705-840-2403
<b>Oshawa-Durham</b>	<a href="#">Durham Rape Crisis Centre</a>	905-668-9200	905-444-9672 ext. 21
<b>Ottawa</b>	<a href="#">Sexual Assault Support Centre of Ottawa</a>	613-234-2266	613-725-2160
	<a href="#">Ottawa Rape Crisis Centre</a>	613-562-2333	613-562-2334
<b>Peel</b>	<a href="#">Hope 24/7: Sexual Assault Centre of Peel</a>	1-800-810-0180	905-792-0821
<b>Renfrew</b>	<a href="#">Women's Sexual Assault Centre of Renfrew County</a>	1-800-663-3060	1-800-663-3060
<b>Sarnia-Lambton</b>	<a href="#">Sexual Assault Survivors' Centre</a>	519-337-3320	519-337-3154
<b>Sudbury</b>	<a href="#">Voices for Women Sudbury</a>	705-675-4760 1-877-841-1101	705-671-5495
<b>Thunder Bay</b>	<a href="#">Thunder Bay Sexual Abuse &amp; Sexual Assault Counselling &amp; Crisis Centre</a>	807-344-4502	807-345-0894
<b>Timmins</b>	<a href="#">Timmins and Area Women in Crisis</a>	1-877-268-8380	705-268-8381
<b>Toronto</b>	<a href="#">Multicultural Women Against Rape/Toronto Rape Crisis Centre</a>	416-597-8808	416-597-1171
<b>Windsor-Essex</b>	<a href="#">Sexual Assault Crisis Centre of Essex County</a>	519-253-9667	519-253-3100
<b>York</b>	<a href="#">Women's Support Network of York Region</a>	English: 1-800-263-6734  French: 1-877-336-2433	905-895-3646