

Laurenzo's School of Hair Design

90 John Street South, Hamilton Ontario L8N 2C1 /905-527-2766 / laurenzo@bellnet.ca

Sexual Violence Policy

Laurenzo's School of Hair Design is committed to providing its students with an educational environment free from sexual violence and treating its students who report incidents of sexual violence with dignity and respect.

Laurenzo's School of Hair Design has adopted this Sexual Violence Policy, which defines sexual violence and outlines its training, reporting, investigative and disciplinary responses to complaints of sexual violence made by its students that have occurred on its campus, or at one of its events and involve its students.

The person accused of engaging in sexual violence will be referred to as the "Respondent" and the person making the allegation as the "Complainant".

Definition of Sexual Violence

Sexual violence 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.

Training, Reporting and Responding to Sexual Violence

Laurenzo's School of Hair Design shall include a copy of the Sexual Violence Policy in every contract made between it and its students, and will provide a copy of the Sexual Violence Policy to career college management (corporate directors, controlling shareholders, owners, partners, other persons who manage or direct the career college's affairs, and their agents), 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.

The Sexual Violence Policy shall be noted on the School's website.

Career college management, instructors, staff, other employees and contractors of Laurenzo's School of Hair Design will report incidents or complaints of sexual violence to Beth Walton – Manager, upon becoming aware of them.

Students who have been affected by sexual violence or who need information about support services should contact Beth Walton - Manager.

In the case of an investigation, to the extent it is possible, Lorenzo's School of Hair Design 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, 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:

1- Ensuring that all complaints/reports and information gathered as a result of the complaint/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

2- Ensuring that the documentation gathered is kept in a separate file from that of the Complainant/Student or the Respondent.

3- Lorenzo's School of Hair Design recognizes the right of the Complainant to not 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.

4-If Lorenzo's School of Hair Design is required by law to initiate an internal investigation and/or inform police without the complainant's consent if the School believes the safety of members of its campus or the broader community is at risk.

5- In all cases, Lorenzo's School of Hair Design will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact Lorenzo's School of Hair Design In this regard. Lorenzo's School of Hair Design will assist students who have experienced sexual violence in obtaining counseling and medical care, and provide them with information about sexual violence supports and services available in the community as set out in Appendix 1 attached hereto. 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 Policy, any student of Lorenzo's School of Hair Design may file a report of an incident or a complaint to Beth Walton - Manager in writing.

Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Lorenzo's School of Hair Design will respond promptly and:

1-Determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation;

2-Determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;

3-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, Lorenzo's School of Hair Design may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and determine what interim measures are 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:

1-The Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation;

2-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;

3-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;

4- Interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses;

5- Providing reasonable updates to the Complainant and the Respondent about the status of the investigation; and

6-Following the investigation, the Manager will review all of the evidence collected during the investigation and determine whether or not sexual violence occurred. If sexual violence did occur, the appropriate disciplinary actions will be determined and enforced as outlined below.

Disciplinary Measures

If it is determined by Lorenzo's School of Hair Design that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include:

1-Disciplinary action up to and including termination of employment of instructors or staff; or

2- Expulsion of a student; and /or

3-The placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or

4- 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 Beth Walton - Manager within 5 business days by submitting a letter addressed to Beth Walton - Manager advising of the person's intent to appeal the decision.

Making False Statements

It is a violation of this Sexual Violence 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 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 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 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

Laurenzo's School of Hair Design will ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended. The Sexual Violence Policy for Laurenzo's School will be reviewed and amended, if needed, 3 years after it is first implemented.

Collection of Student Data

Laurenzo's School of Hair Design will collect and be prepared to provide upon request by the Superintendent of Private Career Colleges such data and information as required according to Subsections 32.1 (8), (9) and (10) and (11) of Schedule 5 of the Private Career Colleges Act, 2005 as amended.

This policy is intended to be a Sexual Violence and Harassment Policy Guideline and does not constitute legal advice.

Appendix 1

The following represents a list of local rape and crisis centers:

The Canadian Association of Sexual Assault Centre's (Ontario)

Assaulted Women's Helpline www.awhl.org

Toll free: 1-866-863-0511 / #SAFE (#7233) on Bell, Rogers, Fido or Telus mobile / TTY: 416-364-8762

Sexual Assault/Domestic Violence Treatment Centre's

Sexual Assault Centre (Hamilton and Area) www.sacha.ca www.gwwomenincrisis.org

Crisis: 905-525-4162 Office: 905-525-4573 TTY: 905-525-4592

Sexual Assault Centre of Brantford sexualassaultcentre@sacbrant.ca

Crisis: 519-751-3471 Office: 519-751-1164

Guelph-Wellington Women in Crisis www.gwwomenincrisis.org

Crisis: 519-836-5710 Office: 519-823-5806 1-800-265-7233

Niagara Region Sexual assault Centre carsa@sexualassaultniagara.org

Crisis: 905-682-4584 Office: 905-682-7258

Haldimand & Norfolk Women's Service www.hnws.on.ca / hnws@hnws.on.ca

Crisis: 1-800-265-8076 Office: 519-426-8048 TTY: 1-800-815-6419

Toronto Rape Crisis Centre: Multicultural Women against Rape

info@trccmwar.ca crisis@trccmwar.ca www.trccmwar.ca

Crisis: 416-597-8808 Office: 416-597-1171

Sexual assault & Violence Intervention Services of Halton www.savisofhalton.org

Crisis: 905-875-1555 or 1-877-268-8416 Office: 905-825-3622

Sexual assault Centre London sacl@sacl.ca www.sacl.ca

Crisis: 519-438-2272 Office: 519-439-0844 TTY: 519-439-0690

London Abused Women's Centre info@lawc.on.ca Office: 519-432-2204

Sexual Assault Support Centre of Waterloo Region info@sascwr.org www.kwsasc.org

Crisis: 519-741-8633 Office: 519-571-0121

