



**Automotive Training Centres**  
 25 Fleming Drive., Cambridge Ontario, N1T 2A9

## **Automotive Training Centre Sexual Violence Policy March, 2022**

### **1. Sexual Violence Policy**

- (a) Automotive Training Centre 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.
- (b) Automotive Training Centre 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.
- (c) The person accused of engaging in sexual violence will be referred to as the "Respondent" and the person making the allegation as the "Complainant".

### **2. 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.

### **3. Training, Reporting and Responding to Sexual Violence**

- (a) Automotive Training Centre shall include a copy of the Sexual Violence Policy in every contract made between it and its students, and 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.
- (b) The Sexual Violence Policy shall be published on its website (or where the Career College does not have a website in a conspicuous location on each of its campuses).
- (c) Career college management, instructors, staff, other employees and the contractors of Automotive Training Centre will report incidents of or complaints of sexual violence, upon becoming aware of them. Students who have been affected by sexual violence or who need information about support services should contact:

**David Koetsier ATC Cambridge Campus Director**  
**25 Fleming Drive, Cambridge, ON N1T 2A9**  
**516-622-1222 ext 223**  
**dkoetsier@autotrainingcentre.com**

- (d) Subject to Section 4 below, to the extent it is possible, Automotive Training Centre 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, or 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:

- (i) 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
  - (ii) ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent.
- (e) Automotive Training Centre recognizes the right of the Complainant not to 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 in order to obtain the supports and services.
- (f) Notwithstanding (f), in certain circumstances, Automotive Training Centre 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) In all cases, including (f) above, Automotive Training Centre will appropriately accommodate the needs of its students how are affected by sexual violence. Students seeking accommodation should contact Automotive Training Centre Campus Director- David Koetsier.
- (h) In this regard, Automotive Training Centre will assist students who have experienced sexual violence in obtaining counselling and medical care, and provide them with information about sexual violence supports and services available in the community as set out in **Appendix 1**.

Students are not required to file a formal complaint in order to access supports and services.

- (i) *\*ADMENDMENT\** Subsection 36.0.2 of Ontario Regulation 415/06 (General) under the Private Career Colleges Act, 2005 reflect the following:
- (i) 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 private career college's policies relating to drug or alcohol use at the time the alleged sexual violence occurred;
  - (ii) 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 private career college's staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history.

#### 4. Investigating Reports of Sexual Violence

- (a) Under this Sexual Violence Policy, any student of Automotive Training Centre may file a report of an incident or a complaint to Automotive Training Centre Campus Director- David Koetsier, in writing, with contact information below:

**David Koetsier ATC Cambridge Campus Director**  
**25 Fleming Drive, Cambridge, ON N1T 2A9**  
**516-622-1222 ext 223**  
**[dkoetsier@autotrainingcentre.com](mailto:dkoetsier@autotrainingcentre.com)**

- (b) The other officials, offices or departments that will be involved in the investigation is the Student Services – Ruby Rafeek, with contact information below:

**Ruby Rafeek, ATC Cambridge Campus Student Services**  
**25 Fleming Drive, Cambridge ON N1T 2A9**  
**519-622-1222 ext 229, [rrafeek@autotrainingcentre.com](mailto:rrafeek@autotrainingcentre.com)**

- (c) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Automotive Training Centre Campus Director- David Koetsier, will respond promptly and:
- I. determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation;
  - II. (II) determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;
  - III. (III) determine whether the incident should be referred immediately to the police;
  - IV. (iv) In such cases or where civil proceedings are commenced in respect of allegations of sexual violence, Automotive Training Centre may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and
  - V. (V) determine what interim measures ought to be put in place pending the investigation process such as removal of the Respondent or seeking alternate methods of providing necessary course studies.
- (d) Once an investigation is initiated, the following will occur:
- (I) the Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation;
  - (II) 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;
  - (III) 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;
  - (IV) interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses;
  - (V) providing reasonable updates to the Complainant and the Respondent about the status of the investigation; and
  - (VI) following the investigation, Automotive Training Centre will:
    - (A) review all of the evidence collected during the investigation;
    - (B) determine whether sexual violence occurred; and if so
    - (C) determine what disciplinary action, if any, should be taken as set out in Section 5 below.

## 5. Disciplinary Measures

- (a) If it is determined by Automotive Training Centre that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include:
- (I) disciplinary action up to and including termination of employment of instructors or staff; or
  - (II) expulsion of a student; and / or

- (III) the placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or
- (IV) any other actions that may be appropriate in the circumstances.

#### 6. Appeal

- (a) Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to the other manager in charge (David Koetsier or Ruby Rafeek) within 15 days by submitting a letter addressed to David Koetsier or Ruby Rafeek advising of the person's intent to appeal the decision.

#### 7. Making False Statements

- (a) 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.
- (b) 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.

#### 8. Reprisal

- (a) 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.
- (b) 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.

#### 9. Review

- (a) Automotive Training Centre shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.
- (b) Automotive Training Centre shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. **This date is March 1, 2022**

#### 10. Collection of Student Data

- (a) Automotive Training Centre shall collect and be prepared to provide upon request by the Superintendent of Private Career Colleges such data and information as required according to Subsections 32.3 (8), (9) and (10) of Schedule 5 of the Private Career Colleges Act, 2005 as amended.

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

Name:

Signature:

Date:

## **RESOURCES FOR PEOPLE EXPERIENCING ABUSE AND SEXUAL ASSAULT**

<b>Service</b>	<b>Contact Information</b>
<p><b>Sexual Assault Support Centre of Waterloo Region</b></p> <p>24 hour support, counselling and information on sexual violence from a sexual assault centre in the Waterloo Region</p>	<p>Tel: 519-741-8633</p> <p><a href="http://www.sascwr.org">www.sascwr.org</a></p>
<p><b>Canadian Association of Sexual Assault Centres</b></p> <p>Free counselling and information on sexual violence from a sexual assault centre in Ontario.</p>	<p>Tel: 604-876-2622</p> <p><a href="http://www.casac.ca">www.casac.ca</a></p>
<p><b>Ontario Coalition of Sexual Assault Centres</b></p> <p>Provides a list of many of Ontario's sexual assault centres with links to websites where applicable.</p>	<p><a href="http://sexualassaultsupport.ca">sexualassaultsupport.ca</a></p>
<p><b>Ontario Network of Sexual Assault and Domestic Violence Care and Treatment Centres</b></p> <p>A listing of hospital-based centres in Ontario.</p>	<p>Tel: 416-323-7327</p> <p><a href="http://www.sadvtreatmentcentres.ca">www.sadvtreatmentcentres.ca</a></p>
<p><b>Internet Child Exploitation (ICE) Counselling Program</b></p> <p>Short-term, immediate counselling for child victims of Internet sexual exploitation. A victim's immediate family members may also be eligible.</p>	<p>Toll free: 1-855-424-1100 ext. 338</p> <p>Tel: 416-515-1100 ext. 338</p> <p><a href="http://Ministry of the Attorney General">Ministry of the Attorney General</a></p>
<p><b>SACHA (Hamilton)</b></p> <p>A 24-hour support line offering services to diverse communities, including counselling and public education. For: Women and Men, English/Spanish/ASL.</p> <p>Partnership with the Centre de Santé Communautaire de Hamilton/Niagara and the Hamilton Regional Indian Centre to offer culturally-appropriate services for French-speaking and Aboriginal/First Nations men.</p>	<p><b>905-525-4162</b></p> <p><b>24 Hour Support Line</b></p> <p><a href="http://sacha.ca">sacha.ca</a></p>
<p><b>FEM'AIDE (Ligne de soutien pour femmes violentées)</b></p> <p>A 24/7 hotline for francophone women living in Ontario.</p> <p><i>For: French speaking women</i></p>	<p>Toll free 1-877-336-2433</p> <p>1-866-860-7082 (ATS)</p> <p><a href="http://www.femaide.ca">www.femaide.ca</a></p>
<p><b>Support Services for Male Survivors of Sexual Abuse</b></p> <p>24 hour, multilingual, toll-free phone line for immediate crisis</p>	<p>24-hour, multilingual</p> <p>toll-free: <b>1-866-887-0015</b></p>

Service	Contact Information
<p>and referral services for male survivors of recent and historical sexual abuse.</p> <p><b>Male Survivor’s Support Line</b> 24-hour, multilingual, toll-free phone line for immediate crisis and referral services for male survivors of recent and historical sexual abuse.</p>	<p>Toll-free 1-866-887-0015</p>
<p><b>Ontario Women’s Justice Network</b> A comprehensive list of resources, including legal.</p>	<p>416-392-3135 Toll-free: 1-877-558-5570</p>
<p><b>Support Services for Male Survivors of Sexual Abuse</b> For local services in your community.</p>	<p>1-866-887-0015 24-hour, multilingual, toll-free phone line for immediate crisis and referral services</p>
<p><b>Centre for Treatment of Sexual Abuse and Childhood Trauma (CTSACT)</b> <i>*Fee for service:</i> children, adults adolescents, couples, families; members of First Nations and Inuit communities; members of gay, lesbian, bi-sexual and transgender communities. English, French, Arabic, Farsi, Persian</p>	<p>613-233-4929 Ottawa <a href="http://www.centrefortreatment.com">www.centrefortreatment.com</a></p>
<p><b>Seniors Safety Line</b></p>	<p>Toll free number: 1-866-299-1011 <a href="http://www.elderabuseontario.com/what-is-elder-abuse/help-for-seniors/">www.elderabuseontario.com/what-is-elder-abuse/help-for-seniors/</a></p>
<p><b>Lesbian Gay Bi Trans Youthline</b></p>	<p>Toll free: 1-800-268-9688 Text messages only (SMS): 647-694-4275</p>

Service	Contact Information

## **LOCAL ORGANIZATIONS IN ONTARIO LISTED ALPHABETICALLY BY CITY**

Organization	Contact Information
Belleville, Quinte Sexual Assault Centre	1-877-544-6424
Brantford/Simcoe Sexual Assault Centre	519-751-3471
Burlington, Nina's Place	905-632-3737 x5708
Chatham-Kent Sexual Assault Crisis Centre	519-354-8688
Cornwall/L'Orignal Sexual Assault Support Services	Tel: 613-938-2958 Toll free: 1-800-267-1744
Dryden Sexual Assault and Domestic Violence Response Services	1-866-888-8988
Durham Region Domestic Violence/Sexual Assault Care Centre	905-576-8711 ext. 3286
Guelph-Wellington Women in Crisis Sexual Assault Centre	Tel: 519.836.5710 Toll free: 1.800.265.7233
Halton Sexual Assault and Violence Intervention Services	905-875-1555
Hamilton Sexual Assault Centre (24 hour)	905-525-4162
Kawartha Sexual Assault Centre Serving Peterborough, City of Kawartha Lakes (Lindsay), Haliburton, Northumberland and Peterborough Counties. 24-hour hotline	Toll free: 1-866-298-7778 <a href="#">Visit the website</a>
Kingston Sexual Assault Centre (24hrs)	613-544-6424 or 1-877-544-6424

Organization	Contact Information
London Sexual Assault Centre (24hrs)	519-438-2272
Muskoka and Parry Sound Sexual Assault Provides a 24-hour toll free helpline.	1-800-461-2929 <a href="http://www.daphnewymn.com">www.daphnewymn.com</a>
North Bay Amelia Rising Sexual Assault Centre of Nipissing (24hrs)	705-476-3355
Orillia Sexual Assault Centre	705-327-9155 or 1-877-377-7438
Ottawa Sexual Assault Support Centre (24hrs)	613-234-2266
Owen Sound/Walkerton Women's House Sexual Assault Services (24hrs)	1-866-578-5566
Peel Region Sexual Assault/Domestic Violence Program	905-848-7580 ext. 2142
Richmond Hill, Domestic Abuse and Sexual Assault Care Centre	1-800-521-6004
Sarnia, Sexual Assault Survivors' Centre (24hrs) crisis line	(519) 337-3320 office (519) 337-3154 <a href="#">Visit the website</a>
Scarborough Hospital Sexual Assault/Domestic Violence Care Centre	416-495-2555
Sault St. Marie Sexual Assault Care Centre	705-759-5143
St. Catharine's /Niagara Sexual Assault Centre Crisis line (24hrs)	905-682-4584
Sudbury Voices for Women Sexual Assault Centre	705-671-5495
Thunder Bay Sexual Assault/Sexual Abuse Counselling and Crisis Centre Crisis Line	(807) 344-4502 (807) 345-0894 <a href="http://www.tbsasa.org">www.tbsasa.org</a>
Timmins Sexual Assault Centre (24hrs)	Tel: 705-268-8381 Toll free: 1-877-268-8380



Organization	Contact Information
Toronto, Women's College Hospital Sexual Assault and Domestic Violence Care Centre	416-323-6040
Waterloo Sexual Assault Support Centre	519-741-8633 (24hrs)
Windsor Sexual Assault Crisis Centre of Essex County (24hrs)	519-253-9667



## Contact Us

Waterloo Regional Police Service

P.O. Box 3070, 200 Maple Grove Road, Cambridge, ON N3H 5M1

T: (519) 570-9777 (WRPS), F: (519) 650-1793, For emergencies, please dial: 9-1-1,

TTY: 1-888-420-1777

# Hospitals

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## Hospitals in Waterloo Region

- [Grand River Hospital](#)  
835 King St. W., Kitchener  
519-749-4300
- [Freeport Campus](#), Grand River Hospital  
3570 King St. E., Kitchener  
519-742-3611
- [St. Mary's General Hospital](#)  
911 Queen's Blvd., Kitchener  
519-744-3311
- [Cambridge Memorial Hospital](#)  
700 Coronation Blvd., Cambridge  
519-621-2330