



The Automotive Training Centre (Ontario) Ltd

25 Fleming Drive., Cambridge Ontario, N1T 2A9

152 Norseman St. Etobicoke Ontario M8Z 2R4

Automotive Training Centre (Ontario) Ltd Sexual Violence Policy

Effective: October 2025 | Reviewed and Amended: July 9, 2026

1. Sexual Violence Policy

- (a) Automotive Training Centre (Ontario) Ltd ("ATC") is committed to providing its students with an educational environment free from sexual violence and to treating students who disclose, report or complain about sexual violence with dignity, respect and fairness.
- (b) This Sexual Violence Policy specifically addresses sexual violence involving students enrolled at ATC. It defines sexual violence and sets out ATC's processes for training, reporting, responding, investigating, decision-making, discipline, appeal, supports, accommodations and confidentiality.
- (c) Incidents and complaints of sexual violence will be responded to and addressed under this Sexual Violence Policy and not under ATC's general Student Complaint Procedure.
- (d) If this Sexual Violence Policy conflicts with ATC's Expulsion Policy, this Sexual Violence Policy prevails.
- (e) The person accused of engaging in sexual violence will be referred to as the "Respondent" and the person making the allegation or disclosure will be referred to 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) ATC shall include a copy of this Sexual Violence Policy in every contract made between ATC and its students.
- (b) ATC shall provide or make available training and awareness information on this Sexual Violence Policy to career college management, including 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 students enrolled at ATC.
- (c) Training shall include ATC's process for responding to and addressing incidents and complaints of sexual violence, including reporting, supports, accommodations, interim measures, investigation, decision-making, confidentiality, appeal, procedural fairness, roles and responsibilities, and protection from retaliation.
- (d) This Sexual Violence Policy shall be published on ATC's website or, if ATC does not have a website, posted in a conspicuous location at each campus.
- (e) Students who have been affected by sexual violence or who need information about supports, services or accommodations should contact:

David Koetsier, ATC Cambridge Campus Director

25 Fleming Drive, Cambridge, ON N1T 2A9

519-622-1222 ext. 223

dkoetsier@autotrainingcentre.com

Don Pannunzio, ATC Toronto Campus Director

152 Norseman St., Etobicoke, ON M8Z 2R4

416-231-7227

dpannunzio@autotrainingcentre.com

- (f) To the extent possible, ATC will keep personal information of persons involved in an incident, report, complaint or investigation confidential, except where disclosure is necessary for investigation, implementing safety measures, providing accommodations or supports, complying with legal obligations, or where ATC believes an individual is at imminent risk of self-harm, of harming another person, or there are reasonable grounds to believe that others on campus or in the broader community are at risk.

ATC will limit access to reports, complaints and information gathered through the process to those who need to know for the purpose of responding, investigating, decision-making, implementing safety measures, providing accommodations or supports, or meeting legal obligations.

Documentation will be kept in a separate file from the Complainant's student file and the Respondent's student or employee file, except where inclusion is necessary to implement a decision, disciplinary measure, accommodation, safety measure or legal requirement.

- (g) A student is not required to report an incident of sexual violence, make a formal complaint, request an investigation or participate in an investigation in order to obtain supports, services, referrals or accommodations.
- (h) In certain circumstances, ATC may be required by law or internal policy to initiate an internal investigation and/or inform police without the Complainant's consent, including where ATC believes the safety of members of the campus or the broader community is at risk.
- (i) ATC will appropriately accommodate the needs of students who are affected by sexual violence. Students seeking accommodation should contact the Cambridge Campus Director, the Toronto Campus Director or Student Services.
- (j) ATC will assist students who have experienced sexual violence in obtaining counselling, medical care and community supports, including the supports and services listed in Appendix 1.
- (k) ATC will not charge any fee for providing supports, services, accommodations or referrals to students who are affected by sexual violence, including referrals to off-campus supports or services.
- (l) 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 ATC policies relating to drug or alcohol use at the time the alleged sexual violence occurred.
- (m) Students who disclose their experience of sexual violence through reporting an incident, making a complaint, or accessing supports and services for sexual violence will not be asked irrelevant questions during the investigation process by ATC staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history.

4. Employee Sexual Misconduct

- (a) ATC prohibits sexual misconduct by any employee toward a student enrolled at ATC. This employee sexual misconduct section forms part of this Sexual Violence Policy.
- (b) Sexual misconduct, in relation to a student enrolled at ATC, includes physical sexual relations with the student, touching of a sexual nature of the student, or behaviour or remarks of a sexual nature toward the student by an employee of ATC where the act:
- constitutes an offence under the Criminal Code (Canada);
 - infringes the student's right under the Human Rights Code to be free from a sexual solicitation or advance;
 - constitutes sexual misconduct as defined in this policy or contravenes this policy or any other ATC policy, rule or requirement respecting sexual relations between employees and students; or
 - constitutes reprisal, or a threat of reprisal, for the rejection of a sexual solicitation or advance.
- (c) If an employee commits sexual misconduct toward a student, ATC may discipline or discharge the employee. Disciplinary action may include termination for just cause.
- (d) If an employee is discharged or resigns after committing sexual misconduct toward a student, ATC will not re-employ that employee.
- (e) ATC will not enter into an agreement that prevents disclosure that an allegation or complaint of employee sexual misconduct toward a student has been made, except where permitted by law and requested by the student after the student has had a reasonable opportunity to obtain independent legal advice.

5. Investigating Reports of Sexual Violence

- (a) Any ATC student may file a report of an incident or a complaint of sexual violence in writing to the Cambridge Campus Director or Toronto Campus Director:

David Koetsier, ATC Cambridge Campus Director

25 Fleming Drive, Cambridge, ON N1T 2A9

519-622-1222 ext. 223

dkoetsier@autotrainingcentre.com

Don Pannunzio, ATC Toronto Campus Director

152 Norseman St., Etobicoke, ON M8Z 2R4

416-231-7227

dpannunzio@autotrainingcentre.com

- (b) The offices or departments that may be involved in the investigation and decision-making process include the Campus Director, Student Services, senior management, an external investigator or another trained designate, depending on the circumstances, seriousness of the allegation, and any actual or perceived conflict of interest.

Julie Ann Ybanez, ATC Cambridge Student Services

25 Fleming Drive, Cambridge, ON N1T 2A9

519-622-1222 ext. 229

jybanez@autotrainingcentre.com

Anna Jelavic, ATC Toronto Student Services

152 Norseman St., Etobicoke, ON M8Z 2R4

416-231-7227

ajelavic@autotrainingcentre.com

- (c) Upon receipt of a report or complaint of alleged sexual violence, ATC will respond promptly and determine:

- whether an investigation should proceed and whether the Complainant wishes to participate in an investigation;
- who should conduct the investigation, having regard to the seriousness of the allegation, the parties involved and any actual or perceived conflict of interest;
- whether the incident should be referred immediately to police or another authority;
- whether ATC will conduct its own independent investigation and make its own determination where police or civil proceedings are also underway; and
- what interim measures should be put in place pending the investigation or decision-making process, including removal of the Respondent from campus, changes to class schedules or access, no-contact directions, remote or alternate methods of course delivery, or other safety measures appropriate in the circumstances.

- (d) If an investigation is initiated, ATC's investigation and decision-making process will include the following, as appropriate in the circumstances:

- advising the Complainant and Respondent that they may have a support person present at every stage of the investigation and decision-making process;
- interviewing the Complainant to understand the allegation and gather relevant information, including the date, time, location, persons involved, witnesses and description of what occurred;
- informing the Respondent of the complaint, providing sufficient details of the allegations to allow the Respondent to respond, and giving the Respondent an opportunity to identify relevant witnesses or information;
- interviewing persons involved or persons who have, or may have, relevant knowledge of the incident;
- providing reasonable updates to the Complainant and Respondent about the status of the investigation;
- reviewing the evidence collected during the investigation;
- determining whether sexual violence occurred on a balance of probabilities; and
- determining what disciplinary, corrective, protective or remedial action should be taken, if any.

- (e) Procedural fairness will include notice of the allegations, an opportunity for the Respondent to respond, an opportunity for the Complainant and Respondent to provide relevant information and identify witnesses, an impartial investigator and decision-maker where reasonably possible, reasonable updates during the process, and a written decision or outcome summary where appropriate.

6. Disciplinary and Corrective Measures

- (a) If ATC determines that the Respondent engaged in sexual violence or employee sexual misconduct, immediate disciplinary, corrective, protective or remedial action will be taken. Measures may include:
- disciplinary action up to and including termination of employment of instructors, staff or other employees;
 - expulsion of a student;
 - restrictions on the Respondent's ability to access ATC premises, facilities, classes, services or events;
 - no-contact directions or other safety measures;
 - changes to class schedules, placement, attendance, access or participation requirements; and
 - any other action that ATC determines is appropriate in the circumstances.

7. Appeal

- (a) The Complainant or Respondent may appeal the decision within 15 days of receiving the decision by submitting a written appeal to a senior manager or designate who was not the original decision-maker and who does not have a conflict of interest.
- (b) The written appeal must state the reason for the appeal, including procedural unfairness, new relevant information that was not reasonably available at the time of the original decision, or a decision or outcome that is unreasonable in the circumstances.
- (c) The appeal reviewer may confirm, vary or overturn the decision, require additional investigation, or substitute a different outcome. The appeal decision will be provided in writing and will be final within ATC's internal process.

8. 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 employee sexual misconduct, or to knowingly provide false information about a complaint.
- (b) Individuals who violate this section are subject to disciplinary and/or corrective action up to and including termination of employment of instructors, staff or other employees, or expulsion of a student.

9. Reprisal and Protection from Retaliation

- (a) It is a violation of this Sexual Violence Policy to retaliate or threaten to retaliate against a person who discloses, reports or makes a complaint of sexual violence or employee sexual misconduct, provides information related to a report or complaint, accesses supports or accommodations, or otherwise participates in an investigation or decision-making process.
- (b) Examples of measures that may be implemented to protect a person from retaliation or threat of retaliation include no-contact directions, changes to class schedules, alternate learning arrangements, limits on campus access, safety planning, monitoring, disciplinary measures and any other measure ATC determines appropriate in the circumstances.
- (c) Individuals who violate this section are subject to disciplinary and/or corrective action up to and including termination of employment of instructors, staff or other employees, or expulsion of a student.

10. Roles and Responsibilities

- (a) Corporate directors, controlling shareholders, owners, partners, managers, agents and other persons who manage or direct ATC's affairs must ensure this policy is implemented, training is provided or made available, student input is considered, required records are maintained, and appropriate action is taken when incidents or complaints are brought forward.
- (b) Instructors, staff, employees and contractors must take all disclosures, reports and complaints seriously; protect confidentiality; report incidents or complaints to the designated campus official when they become aware of them; cooperate with investigations; avoid retaliation; and complete required training.
- (c) Students are encouraged to seek support, report concerns where they choose to do so, cooperate with safety measures and investigation processes where they participate, respect confidentiality, and refrain from retaliation or knowingly false statements.
- (d) ATC will take reasonable steps to ensure that any person involved in administering this policy acts fairly, without conflict of interest where reasonably possible, and in accordance with this policy and applicable law.

11. Review and Student Input

- (a) ATC shall ensure that student input is considered in the development of this Sexual Violence Policy and every time it is reviewed or amended.
- (b) This policy was reviewed and amended on July 9, 2026. ATC shall review this policy at least once every three years, or earlier if required by law or operational need, and shall amend it as appropriate.

12. Collection of Student Data

- (a) ATC shall collect from its students and other persons, and be prepared to provide to the Superintendent upon request, data and other information relating to the matters set out in s. 32.1(8), (9), (10) and, where applicable, (11) of the Ontario Career Colleges Act, 2005.
- (b) This may include information about the number of times supports, services and accommodations relating to sexual violence are requested and obtained by students; initiatives and programs established to promote awareness of supports and services; the number of incidents and complaints of sexual violence reported by students and information about such incidents and complaints; the implementation and effectiveness of the policy; and participation in any Superintendent-directed survey.
- (c) ATC shall take reasonable steps to ensure that information provided to the Superintendent does not disclose personal information within the meaning of the Freedom of Information and Protection of Privacy Act.

This policy is intended for institutional use and does not constitute legal advice.

Name: _____

Signature: _____

Date: _____

Appendix 1 - Resources for People Experiencing Abuse and Sexual Assault

Service	Contact Information
Assaulted Women's Helpline (Toronto) Provides information and referrals to lawyers, counselling and support programs for survivors of violence in more than 150 languages. This service is available 24 hours a day. For: Anyone who identifies as a woman.	Tel: 416-863-0511 (Greater Toronto) GTA TTY: 416-364-8762 Toll Free: 1-866-863-0511 Toll free TTY: 1-866-863-7868 #SAFE (#7233) Bell, Rogers, Fido or Telus mobile phone www.awhl.org
Canadian Association of Sexual Assault Centres Free counselling and information on sexual violence from a sexual assault centre in Ontario.	Tel: 604-876-2622 www.casac.ca
Ontario Coalition of Sexual Assault Centres Provides a list of Ontario sexual assault centres with links to websites where applicable.	sexualassaultsupport.ca
Ontario Network of Sexual Assault and Domestic Violence Care and Treatment Centres A listing of hospital-based centres in Ontario.	Tel: 416-323-7327 www.sadvtreatmentcentres.ca
Internet Child Exploitation (ICE) Counselling Program Short-term, immediate counselling for child victims of Internet sexual exploitation. A victim's immediate family members may also be eligible.	Toll free: 1-855-424-1100 ext. 338 Tel: 416-515-1100 ext. 338 Ministry of the Attorney General
SACHA (Hamilton) A 24-hour support line offering services to diverse communities, including counselling and public education. For: Women and Men, English/Spanish/ASL.	905-525-4162 24 Hour Support Line sacha.ca
FEM'AIDE (Ligne de soutien pour femmes violentées) A 24/7 hotline for francophone women living in Ontario. For: French speaking women	Toll free: 1-877-336-2433 1-866-860-7082 (ATS) www.femaide.ca
Victim Services Toronto Provides 24/7 immediate crisis response, intervention and prevention services, including counselling, community referrals, safety planning, mediation and court support.	Crisis Hotline: 416-808-7066 info@victimservicestoronto.com victimservicestoronto.com
Support Services for Male Survivors of Sexual Abuse 24-hour, multilingual, toll-free phone line for immediate crisis and referral services for male survivors of recent and historical sexual abuse.	Toll-free: 1-866-887-0015
Canadian Centre for Men and Families (CCMF) Provides mental health, legal, parenting and abuse support programs, including support for survivors of sexual assault, geared to boys, men, fathers and their families.	647-479-9611 (Toronto) www.menandfamilies.org
Ontario Women's Justice Network A comprehensive list of resources, including legal resources.	416-392-3135 Toll-free: 1-877-558-5570 info@owjn.org owjn.org/getting-support
Handbook for Sensitive Practice: Lessons from Adult Survivors of Childhood Sexual Abuse	Download Handbook PDF
Durham Region Domestic Violence/Sexual Assault Care Centre 24-hour emergency medical services and counselling support for victims of domestic violence and sexual assault.	905-576-8711

Sexual Assault Crisis Centre of Essex County for Men and Youth 13+ yrs	519-253-3100 Toll-Free: 1-844-900-7222
Centre for Treatment of Sexual Abuse and Childhood Trauma (CTSACT) Fee for service. Services for children, adults, adolescents, couples and families; members of First Nations and Inuit communities; and members of gay, lesbian, bisexual and transgender communities. English, French, Arabic, Farsi, Persian.	613-233-4929 Ottawa www.centrefortreatment.com
Seniors Safety Line	Toll free: 1-866-299-1011 www.elderabuseontario.com
Lesbian Gay Bi Trans Youthline	Toll free: 1-800-268-9688 Text messages only (SMS): 647- 694-4275