



Policy against Sexual and Gender-based
Violence



Adoption and Revision History

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Preamble

Champlain Regional College recognizes that Sexual Violence and Gender-based Violence are complex and serious problems in society and on college and university campuses across the province, the country and internationally.

This *Policy Against Sexual Violence and Gender-Based Violence* (hereinafter referred to as the "Policy") reinforces the actions taken by Champlain Regional College to foster a culture of Consent and support through education, training, and related initiatives, informed by a trauma-centered approach, in accordance with *the Act to Prevent and Fight Sexual Violence in Higher Education Institutions*.

The Policy takes into account persons at greater risk of experiencing Sexual Violence or Gender-based Violence, such as, but not limited to, persons from sexual or gender minorities, cultural communities, indigenous communities, international students, underage students and persons with disabilities. It is inspired by and adapts material in similar policies at several postsecondary institutions and organizations across Canada. These includes the *Fédération des Cégeps*¹, *University of Alberta*², *University of Victoria*³, and *John Abbott College*⁴,

1. Scope

The Policy applies to all Members of the College Community as defined in Article 3.

The Policy applies to any activity organized by, supervised by, sponsored by or affiliated with Champlain Regional College or any Member of the College Community. It applies to both (a) activities that take place on any College premises and (b) off-College premises, where, in the College's opinion, the activity has an impact on either (i) the life, health, safety or well-being of Members of the College Community or (ii) the College's reputation or interests

The Policy applies during the use of any form of communication, including by a technological means.

Champlain Regional College recognizes that Sexual Violence and Gender-Based Violence can occur between individuals regardless of sexual orientation, gender, gender-identity or expression, or relationship status. Therefore, the Policy is established to ensure that all Members of the College Community are able to study, work and live in an environment free from Sexual Violence and Gender-Based Violence, regardless of sexual orientation, gender identity, ethnic identity, disability, indigenous or cultural community of provenance.

The Policy is separate and apart from any criminal or civil action. The use of the Policy does not undermine the rights of an individual to file a police report or seek other recourse under law.

¹ Fédération des cégeps. (2018). *Gabarit de politique visant à prévenir et à combattre les violences à caractère sexuel dans les collèges*.

² University of Alberta. (2016). [Sexual Violence Interim Measures Information Document](#) [PDF file].

³ University of Victoria. (2017). [Sexualized Violence Prevention and Response Policy](#) [PDF file].

⁴ John Abbott College. (2022). [Policy 24 Concerning the Prevention of Sexual Violence and the Promotion of a Culture of Consent at John Abbott College](#) [PDF file].

2. Objectives

The College is committed to preventing and combatting Sexual Violence and Gender-Based Violence. As such, the objectives of the present Policy are to:

- (a) prevent and address Sexual Violence and Gender-Based Violence in accordance with the applicable laws and regulations;
- (b) contribute to a safe and healthy environment free from Sexual Violence and Gender-Based Violence for all Members of the College Community;
- (c) implement prevention and safety measures for all educational, social, athletic and cultural activities of Champlain Regional College and of its Constituent Colleges, whether on or off the College’s premises;
- (d) establish safe, confidential and effective mechanisms for individuals to Disclose or make a Complaint of Sexual Violence and Gender-Based Violence at each of the College’s location;
- (e) provide timely, locally coordinated support and accommodations for those who Report and/or make a Complaint;
- (f) strengthen partnerships with community agencies to ensure a coherent local intervention strategy specific to each of the College’s location.

3. Definitions

ACT	refers to the <i>Act to Prevent and Fight Sexual Violence in Higher Education Institutions</i> , Chapter P22-1.
APPEAL	refers to the action to seek review from a higher authority based on legal arguments and procedural issues.
CHAMPLAIN REGIONAL COLLEGE OR THE COLLEGE	refers to Champlain Regional College of general and vocational educations in its entirety and its Constituent Colleges.
CONSTITUENT COLLEGE	refers to the constituent colleges of Champlain Regional College at which students are registered for educational purposes, namely Champlain College Lennoxville, Champlain-St. Lawrence and Champlain College Saint-Lambert, individually or collectively according to the context.
COMPLAINANT	refers to a Member of the College Community who has experienced or witnessed an incident which allegedly violates the present Policy and who files a Complaint about the incident.
COMPLAINT	refers to a formal and official step during which a written report or statement alleging Sexual Violence or Gender-Based Violence is made to a local Designated Resource Person, Designated Administrative Authority or to the College recognised on-line platform complaint mechanism.

CONSENT

means to ‘agree’ or to ‘give permission’. Thus, sexual consent means the voluntary agreement to engage in physical contact of a sexual nature or sexual activity.

Specifically, and under the Criminal Code, sexual consent means that all parties involved:

- (a) give consent at the outset and at all stages of physical contact or sexual activity (consent must be continuous); must obtain ongoing consent from all participants (consent is mutual);
- (b) must know what they are consenting to (consent is informed);
- (c) must be free of coercion, force, threats, intimidation or withholding of critical information when giving their consent (consent is voluntary);
- (d) must not abuse a position of trust, power or authority over any participant (consent is balanced);
- (e) may withdraw their consent at any time. Past consent does not imply future consent (consent is specific to a certain time);
- (f) must provide consent for themselves (consent cannot be given on behalf of another person);
- (g) must be conscious and awake at the outset and at all stages of physical contact or sexual activity;
- (h) must be sober and free from the influence of alcohol and/or drugs at the outset and at all stages of physical contact or sexual activity;
- (i) must seek a ‘Yes’ from all participants, since silence, the absence of a verbal ‘No’, or the absence of perceived resistance, does not constitute consent (consent is explicit)

DESIGNATED ADMINISTRATIVE AUTHORITY

refers to a College employee assigned by their respective Director to assume responsibility for the application of various articles of the Policy (refer to Appendix 1).

DESIGNATED RESOURCE PERSON

refers to an individual with relevant training who may receive Disclosures, Informal Reports and Complaints. There may be multiple designated resource persons identified according to local procedures at any given location of the College.

DIRECTOR

refers to an officer of the College who is the highest-ranking administrator at a given location of Champlain Regional College (i.e. Director General for College Administration and Director of the Constituent College for the Constituent Colleges locations).

DISCIPLINARY MEASURES	refers to sanctions imposed upon persons found to have contravened the provisions of the Policy. They are intended to serve both as a penalty and a corrective action for unacceptable behaviour (see also Sanctions).
DISCLOSE OR DISCLOSURE	refers to the process by which a person discloses that they have been the Survivor, a Victim, or witness of Sexual Violence or Gender-Based Violence. A disclosure does not necessarily trigger an investigation or result in the filing of a Complaint.
GENDER-BASED VIOLENCE (GBV)	refers to violence perpetrated against someone based on their gender expression, gender identity or perceived gender.
INFORMAL REPORT	refers to an informal verbal or written account by any Member of the College Community providing information regarding an act of Sexual Violence or Gender-Based Violence.
INTERIM MEASURES	refers to any measures taken to address immediate concerns and maintain stability or fairness pending a final resolution or decision.
MEMBER(S) OF THE COLLEGE COMMUNITY	refers to any and all students and employees of Champlain Regional College. A student who is also an employee is, first and foremost, a student. For the purpose of the Policy, it also includes third-party contractors and service providers, guests of students and employees, union representatives, student association representatives, volunteers, sponsors, and members of the governing bodies of the College.
OFFICERS	refers to the Chair and the Vice-Chair of the College’s Board of Governors, the College’s Director General, Directors of Constituent Colleges, Director of Human Resources and Director of Administrative Services.
REQUEST FOR RECONSIDERATION	refers to the action of asking the same body that made the initial decision concerning Interim Measures to review it, based on new information.
RESPONDENT	refers to a Member of the College Community against whom an allegation of Sexual Violence or Gender-Based Violence as defined by the Policy has been made.

RETALIATION

refers to the act of taking, attempting or threatening to undertake any kind of retribution or cause harm to an individual involved in a Sexual Violence or Gender-Based Violence process, such as a Disclosure, Informal Report, Complaint, or investigation. For further clarification, Disciplinary Measures and Sanctions imposed on a Respondent following an investigation that concludes that the Respondent committed Sexual Violence or Gender-Based Violence or otherwise breached the Policy are not considered Retaliation.

SANCTIONS

refer to any punitive measure imposed on the Respondent by the College following an investigation that concludes a breach of the Policy has occurred. Sanctions are intended to deter future violations and to uphold the integrity of Policy. They may include, but are not limited to, warning, reprimand, suspension, expulsion, or termination (see also Disciplinary Measures)

SEXUAL ASSAULT

refers to any unwanted, non-consensual physical touching and/or contact of a sexual nature.

SEXUAL HARASSMENT AND CYBER
SEXUAL HARASSMENT

refers to unwanted conduct, behaviour or communication of a sexual nature based on a person's body, appearance, gender identity and/or expression, sexual orientation or sex life, which detrimentally affects the study, work or living environment or otherwise leads to adverse consequences for the target individual(s). It may be either one-time or repeated and

- is offensive, demeaning, intimidating, threatening, or abusive; and
- serves no legitimate purpose within the study, work or living environment; and
- undermines authority or respect in the study, work or living environment, or impairs learning or work performance, or limits opportunities for advancement or the pursuit of education or research, or creates an intimidating, hostile or offensive learning or work environment.

Cyber Sexual Harassment is included within the definition of Sexual Harassment but refers to harassment which is conducted in whole or part through electronic means such as email, web or social media platforms, and texting.

SEXUAL VIOLENCE	refers to any form of violence of a sexual nature committed through sexual practices or by targeting sexuality or gender identity and/or expression. This includes, but is not limited to, sexual assault, Sexual Harassment, stalking, indecent exposure, voyeurism, non-consensual exposure to sexual imagery, distribution of sexual images or video of an individual without their Consent, and Cyber Sexual Harassment or cyber stalking of a sexual nature. Sexual violence also includes unwanted direct or indirect gestures, comments, behaviours or expressed attitudes with sexual connotations, delivered through any form or means of communication, including technological means and social media.
STANDING COMMITTEE	refers to the committee responsible for the local implementation of the Policy and composed as per article 4.5.
SURVIVOR OR VICTIM	refers to any person who has experienced Sexual Violence who may be referred to as the Complainant once they have filed a Complaint under the present Policy.

4. Standing Committees on Sexual and Gender-based Violence

As per the Act, a Standing Committee on Sexual and Gender-based Violence shall be established at each location of the College. Details regarding the mandate of the Standing Committee beyond the roles and responsibilities set out in 5.5, the rules of order and terms of office shall be established locally, in conjunction with the Director and, where applicable, the respective unions.

4.1 Constituent College Standing Committees

For each Constituent College, the local Standing Committee shall be composed of at least five (5) members in addition to the Director of the Constituent College (*ex officio*), including at least:

- One (1) student;
- One (1) teacher;
- One (1) professional staff member;
- One (1) support staff member;
- One (1) manager, appointed by the Director of the Constituent College.

The student and non-management employee members shall be appointed by their respective associations or unions.

4.2 Administrative Services Standing Committee

For Administrative Services, the Standing Committee shall be composed of at least three (3) members in addition to the Director General (*ex officio*), including at least:

- One (1) support staff member, to be appointed at a general meeting of all support staff;
- One (1) professional staff member, to be appointed by their union; and
- One (1) manager or director, appointed by the Director General.

5. Roles and Responsibilities

Champlain Regional College is committed to proactively creating and maintaining a positive learning and working environment. All Members of the College Community are responsible for respecting the Policy and fostering an environment where individuals can be free from Sexual Violence and Gender-Based Violence. Location-specific procedures shall be developed at each location of the College to guide the Policy's application.

The supervision of the local implementation of the Policy is under the joint responsibility of the respective Director and the Standing Committee at each of the College's location.

5.1 Members of the College Community

Members of the College Community shall:

- (a) be aware of and respect the present Policy;
- (b) refer and/or direct any individual impacted by Sexual Violence or Gender-Based Violence to the appropriate locally Designated Resource Person and/or contact campus security as soon as possible upon witnessing Sexual Violence or Gender-Based Violence;
- (c) participate in all training and/or prevention activities deemed mandatory or are mandatory under applicable laws that takes place at their given location;
- (d) cooperate with any investigation regarding an incidence of Sexual Violence or Gender-Based Violence.

5.2 Members of the College Management

In addition to the responsibilities listed in 5.1, the members of the College management shall:

- (a) refer individuals who Disclose and/or Report incidents to the appropriate locally Designated Resource Person and/or appropriate external resources as soon as possible after Disclosure or Informal Report;
- (b) ensure that interventions and responses to Complaints are aligned with the Policy;
- (c) participate in the training required by the Policy or mandatory under applicable laws.

5.3 Directors

In addition to the responsibilities listed in 5.1 and 5.2, the Directors shall:

- (a) supervise the local implementation of the Policy in conjunction with the local Standing Committee;

- (b) ensure all College employees receive a copy of the Policy and that it is shared semi-annually with all College students and College employees of the given location;
- (c) ensure that the Policy is available via the College's and Constituent College's websites;
- (d) contribute to the development of local procedures;
- (e) designate local College managers and/or other College employees as responsible for given elements of the present Policy and of locally developed procedures;
- (f) serve as an ex officio member of the local Standing Committee;
- (g) fulfil other responsibilities that may be assigned by the College's Director General.

5.4 Representatives of Associations and Unions

Representatives of associations and unions shall:

- (a) attend trainings as mandated by the law and offered at their given location;
- (b) collaborate as partners with the College in the application of the Policy.

5.5 Standing Committees

Each local Standing Committee shall:

- (a) ensure that College's students, Officers, personnel members and their respective associations and unions are consulted during any review process of the Policy;
- (b) contribute to the development and revision of local procedures guiding the application of the present Policy;
- (c) issue recommendations, when applicable, to support and ensure the implementation of the Policy;
- (d) identify, organize and/or participate in campaigns, training, and awareness- building activities to prevent Sexual Violence and Gender-Based Violence within the College community specific to the location;
- (e) collaborate with the College in the application of the Policy.

6. Prohibitions

For all Members of the College Community, it is strictly prohibited to:

- (a) instigate, engage or enable any form of Sexual Violence and/or Gender-Based Violence toward any other Member of the College Community;
- (b) undertake any form of Retaliation, directly or indirectly, against any individual or group of individuals who have authored a Complaint or a Disclosure, denounced a situation or otherwise reported a situation of Sexual Violence or Gender-Based Violence to authorities or who are named as Respondent in a Complaint;

Intimate relationships (amorous or sexual) between College employees and students are also prohibited, subject to the provision of 7.

7. Relationships between College employees and students

Intimate relationships between College employees, including teachers, and College students are counter to the educational mission of Champlain Regional College. Thus, all College employees must abstain from engaging in intimate relationships with College students. A College student who is also an employee is first and foremost a student.

The College may recognize exceptions such as relationships existing prior to a given student's admission or the hiring of an employee. These exceptions should be disclosed to the immediate supervisor or to local human resources management in a timely fashion and, in such event, the College shall take any measure required to ensure that the teacher or employee will not be in a position of authority over the student.

8. Education and Awareness

As per the Act, appropriate information campaigns and training opportunities aimed at prevention and awareness-arising shall be offered to all Members of the College Community. These measures will be developed and implemented at each location, respective of local realities and will be under the purview of the Director and the local Standing Committee.

Also as per the Act, annual training activities shall be offered to the College students and employees. Training activities may be mandatory for some categories of individuals as per the Law (Officers, managers and directors, employees, representatives of employee associations and unions, and student association representatives) and shall be adapted according to the needs and realities present at each location and appropriate to the target audience.

9. Prevention and Safety Measures

Sexual Violence and Gender-Based Violence prevention and safety measures are required for all orientation and social activities organized under the auspices of or affiliated in any way with a given College location, including activities organized by unions, athletic groups, or student associations.

The College commits to take the necessary measures to offer a safe environment for all Members of the College Community. The College shall periodically verify the security of its facilities.

10. Confidentiality and Communication of Necessary Information

Confidentiality and discretion are important elements in applying the Policy. The College respects the privacy of all Members of the College Community. Any individuals called upon to intervene or act to apply the Policy must do so while making every reasonable effort to protect personal information. Any person taking part in an investigation, including, but not limited to Claimant, Respondent, witness and a support person or an observer as per article 12, shall undertake to respect the confidentiality and discretion and must sign a confidentiality agreement.

Individuals who receive a Disclosure, Informal Report or a Complaint must inform the Complainant or the disclosing party of the Policy and mention that confidentiality will be respected.

The College may use or disclose personal information, when it is:

- (a) authorized to do so by the affected individual(s) with the objective of applying the Policy or local procedures;
- (b) required by a law or legal procedure (e.g. to comply with a subpoena, a warrant, or an order issued by a court, person, or body in Canada with jurisdiction to compel the production of such information). In such circumstances, the College may consult a legal advisor prior to disclosure to ensure that all of the College's obligations pertaining to the protection of personal data and confidentiality are met.

At each location, supported by the Designated Resource Person(s), the Director shall collect and keep a record of all instances linked to the Policy, with the minimum amount of personal information required to respond to the Policy and legal reporting requirements.

11. Acts of Retaliation

Threats or acts of Retaliation or harassment, as defined by Champlain Regional College's Policies, against a person who invokes the Policy by way of Disclosure or filing a Complaint, or against a Respondent, shall not be tolerated by the College. Acts of Retaliation will be subject to Disciplinary Measures.

12. Informing the College of Incidents

Procedures detailing the Disclosure, Informal Report and Complaints process shall be defined for the respective location by the Director, in conjunction with the local Standing Committee. These procedures shall be made readily available to the Members of the College Community at the specific location.

The College recognizes that some Survivors and witnesses may be reluctant to come forward. One reason may be a fear of being sanctioned for their personal breach of the College's *Institutional Code of Student Conduct*, such as use of alcohol or other substances. The College seeks to remove barriers to Disclosure and Reporting of incidents of Sexual Violence and Gender-Based Violence. Hence, the College will not subject any individual who Discloses or Reports or witnesses Sexual Violence or Gender-Based Violence to Disciplinary Measures for their personal breach of the College's *Institutional Code of Student Conduct* occurring at or near the time of the incident(s).

The College is committed to respecting the choices of Survivors and will strive to ensure that actions are in accordance with the Survivors needs and wishes. As such, individuals who Disclose acts of Sexual Violence or Gender-Based Violence under the Policy to a Designated Resources Person and

request referral to available services or options for action (e.g. filing a Complaint, Interim Measures) will be provided with such within seven (7) days of their request.

12.1 Communication about Disclosures and Informal Reports

No College employee is obligated to communicate a Disclosure or any information regarding a Disclosure to the College, unless obligated to do so by their professional order or by law, including, but not limited to, [article 39](#) of the [Youth Protection Act](#), or unless there is a reasonable expectation that without intervention harm may come to other Members of the College Community. However, to assist the College in creating a safe and healthy environment free of Sexual Violence and Gender-Based Violence, the College does accept anonymous and third-party statements as per section 11.2 of the Policy.

Any Member of the College Community who receives a Disclosure or Informal Report may seek support from a local Designated Resource Person.

Individuals who serve as Designated Resource Persons and who receive Disclosures must make Complainants and/or witnesses aware of the specific support services available at that location.

12.2 Anonymous, Witness and Third-party Reports

Anonymous, witness and third-party statements are accepted for the purposes of:

- providing multiple ways to address Sexual Violence and Gender-Based Violence at the College;
- assessing safety concerns among the Members of the College Community;
- determining whether an investigation should be initiated internally or externally depending on the situation;
- compiling information and statistics on Sexual Violence and Gender-Based Violence, for the annual report and review processes.

The College's ability to investigate anonymous, and witness and third-party statements may be limited, due to lack of information. The College cannot guarantee any outcomes based on these statements.

The mechanism by which such statements will be accepted shall be determined by the Director, in consultation with the Standing Committee for that College's location or through the external complaint management process, if applicable. This mechanism shall be made known to the Members of the College Community as part of the dissemination of procedures for that location.

12.3 Complaints

A Complaint should be submitted in writing to the local Designated Administrative Authority or through an external complaint management process, if applicable.

Any Member of the College Community may submit a Complaint under the Policy with or without seeking recourse to local police or external services.

Informal Reports or Complaints may be submitted, retracted or reinstated at any time.

12.3.1 College as Complainant:

A Director, in consultation with appropriate resource people, including but not limited to Standing Committee, Designated Administrative Authorities, Constituent College's Security, may recommend that an investigation be initiated with the College acting as the Complainant at their location:

- (a) to investigate substantiated third-party statements and anonymous statements;
- (b) to maintain or ensure safety on the premise or within the Members of the College Community;
- (c) when there is cause to believe there is significant risk to the safety of the Members of the College Community.

12.3.2 Responding to Complaints

Complaints must be processed within (90) days of their submission.

Confidentiality is required of any Member of the College Community who is aware of or involved in a Complaint process, and the strictest degree of discretion is expected amongst all those privies to the incident and any related processes.

Procedures detailing the Complaint process are defined in the location-specific procedures. These procedures shall include specific roles and responsibilities as well as the following elements: submission of the Complaint, evaluation of admissibility under the Policy, informing the Respondent(s) of the Complaint, initiation of the investigative process, report on the investigative process, rendering of decision, Appeal process, implementation of final decision.

13. Investigation Process

An investigation process may be conducted by a person or persons with appropriate competencies and experience at the discretion of the Director at the given location. The Director should not participate in the investigative process and will remain independent from the Designated Administrative Authority rendering the decision of possible Sanctions.

The investigative process shall be undertaken with the utmost discretion as per the procedures established at each location. The conclusions of the investigative process shall be delivered to a Designated Administrative Authority who did not participate in the investigative process.

The Complainant and the Respondent may be accompanied by a support person or observer during any meetings of the investigative process. The support person or observer shall commit to respect confidentiality and sign a confidentiality agreement as per article 9.

14. Rights and Entitlements of Persons Directly Involved in a Report or Complaint

14.1 Individuals who have Experienced an Incident of Sexual or Gender-based Violence

Individuals (Victims) who Report or file a Complaint are entitled to:

- (a) be treated with dignity and respect;
- (b) receive information about available support services, resources, and possible accommodations within seven (7) days;
- (c) receive an offer of support by appropriately trained resources, within seven (7) days;
- (d) receive clear explanations about processes, when applicable;
- (e) receive accommodations, whenever possible, within seven (7) days;
- (f) receive regular updates on the status of any process, and ongoing support, throughout the Complaint process;
- (g) be informed of Interim Measures and offered resources for restorative measures where available.

The aforementioned entitlement to receive information on status of any process and Interim Measures shall not be interpreted as conferring a right to access confidential information on the Respondent.

14.2 Respondents

Individuals identified as the Respondent in a Complaint may expect to:

- (a) be treated with dignity and respect;
- (b) receive the details of the Complaint when an investigation is initiated;
- (c) receive clear explanations of procedures, potential outcomes and regular updates on the status of the Complaint process;
- (d) be provided with information on available resources and support in a timely manner;
- (e) be referred to a resource to inform and accompany them shall they want to seek alternative restorative measures when appropriate and/or requested by the Complainant(s);
- (f) be provided with the decisions that are based on the investigation.

The aforementioned expectation to receive regular updates on the Complaint process shall not be interpreted as conferring a right to access confidential information on the Complainant.

14.3 Witnesses

Individuals who have witnessed an incident of Sexual or Gender-based Violence are entitled to:

- (a) be treated with dignity and respect;
- (b) receive information about available support services, resources, and possible accommodations within seven (7) days;
- (c) receive an offer of support by appropriately trained resources, within seven (7) days;
- (d) receive clear explanations about processes, when applicable;
- (e) receive accommodations, whenever possible, within seven (7) days.

15. Interim Measures and accommodations

Interim Measures and accommodations may be applied to ensure the safety of an individual who Discloses to a Designated Resource Person or who submits a Complaint so as to discourage or prevent Retaliation, to prevent further Sexual Violence or Gender-Based Violence or to protect the integrity of an ongoing investigation or disciplinary process.

Interim Measures, when appropriate, shall be applied within seven (7) days of the submission of an Informal Report or Complaint to a Designated Administrative Authority.

Non-disciplinary Interim Measures may be imposed on an individual (or group of individuals) alleged to have committed acts of Sexual Violence or Gender-Based Violence, in accordance with the Policy and any applicable collective agreements by a Designated Administrative Authority.

Decisions surrounding the application of Interim Measures will be made on a case- by-case basis. Though Interim Measures may be implemented, the Respondent maintains the presumption of innocence until such time that the process indicates otherwise, and Interim Measures shall not be interpreted as a decision for or against the Complainant or the Respondent(s) and will not be considered within the judgement of a Complaint process. However, a breach of Interim Measures will be considered as a direct infraction of the Policy and may result in sanctions.

Considerations prior to the application of Interim Measures may include, but are not limited to:

- a) the expressed wishes of the Complainant;
- b) the nature and/or severity of the alleged conduct and the information available;
- c) the potential impact of the measures on all individuals involved in the situation, including on their academic program and employment;
- d) the potential impact of the measures on the study, work or living environment;
- e) for unionized College employees, the relevant collective agreement;
- f) any other relevant information.

15.1 Interim Measure for College Students

Possible Interim Measures for College students (Respondents and Complainants) may include:

- (a) prohibition of any contact and communication with specified individuals;
- (b) prohibition of any communication about specified individuals;
- (c) limited access to specified areas at specified or at all times;
- (d) partial or total restriction to access a College's premise;
- (e) exclusion from specific College or Constituent College's activities (e.g. events, sports team, clubs);
- (f) restricted use of specific services, facilities or equipment (e.g. gym, residence, medical clinic);
- (g) change in Constituent College's residence assignment;
- (h) academic accommodations such as a change in class schedule and extensions;
- (i) increased monitoring (e.g. periodic check-ins with counselling or support services);
- (j) any other condition, restriction or requirement deemed appropriate and proportionate to the situation.

15.2 Interim Measures for College employees

Interim Measures for College Employees (Respondents and Complainants) may **include**:

- (a) prohibition of any contact and communication with specified individuals;
- (b) prohibition of any communication about specified individuals;
- (c) limited access to specified areas at specified or at all times;
- (d) partial or total restriction to access a College's premise;
- (e) exclusion from certain College or Constituent College's activities;
- (f) change in work assignment;
- (g) change in work schedule and / or location and / or office;
- (h) increased monitoring (e.g. periodic check-ins with human resources);
- (i) any other condition, restriction or requirement deemed appropriate and proportionate to the situation.

The individual(s), upon whom Interim Measures are imposed, will receive a written communication with the details of the measure(s) imposed and referrals to support services.

Interim Measures will remain in effect for as long as is appropriately required. At any time, the Designated Administrative Authority of the Interim Measures may reconsider, renew, revise, or revoke any or all of the measures, or impose additional Interim Measures. Such measures will be re-evaluated following the completion of the Complaint process and may be subsequently revoked or applied permanently.

Individuals affected by Interim Measures may submit, in writing a Request for Reconsideration to the Designated Administrative Authority.

15.3 Intervention within the College Community

Champlain Regional College is committed to offering a safe living, working and educational experience free of Sexual Violence and Gender-Based Violence to all Members of the College Community. Hence, after receiving an Informal Report or anonymous or third-party statements, and in addition to other

processes ongoing under the Policy, a local Director and local Designated Administrative Authorities may decide to intervene within the College community to address concerns.

Examples of interventions include, but are not limited to:

- (a) implementing new mandatory training for specific groups of individuals;
- (b) offering awareness-building activities;
- (c) increasing Constituent College's security presence at certain times or in certain places;
- (d) modifying infrastructures;
- (e) providing new resources;
- (f) monitoring groups within the College community.

16. Sanctions

The College is responsible for determining whether a Member of the College Community has violated the Policy and its application accordingly but is not responsible for determining violations of criminal or civil law.

The Designated Administrative Authority, upon receiving a decision from the investigative body that a violation or breach of the Policy has occurred, will subsequently apply Sanctions accordingly and in consideration of all relevant factors including, but not limited to:

- (a) the nature of the harm;
- (b) the Complainant's input regarding the impact of the harm;
- (c) the aggravating facts (e.g. abuse of a position of trust, power or authority, presence of multiple Respondents);
- (d) the Respondent's willingness to participate and take responsibility for their actions;
- (e) the relevant collective agreement.

The Sanctions applied will be determined in accordance with the seriousness and repetitive pattern of the act(s). Sanctions will be communicated in writing to the Respondent(s) and the Complainant. In the case of an Appeal, the Sanctions will be in effect until the conclusion of said appeal process.

16.1 Sanctions for Colleges Students

Sanctions for College students may include, but are not limited to the following:

- (a) prohibition of any contact or communication with specified individuals;
- (b) prohibition of communication about specified individuals;
- (c) verbal or written apologies to individuals, groups, or organizations affected by the Respondent(s) actions;
- (d) reparations (primarily in the case of restorative justice measures);
- (e) a permanent or temporary restriction, either partial or total, to access a College's premise;
- (f) exclusion from certain activities (e.g. events, sports team, clubs);
- (g) restricted use of certain services, facilities or equipment (e.g. gym, residence, medical clinic);
- (h) expulsion from or a change in Constituent College's residence assignment;

- (i) change in class schedule;
- (j) monitoring (e.g. periodic check-ins with counselling or support services);
- (k) suspension from the College;
- (l) expulsion from the College;
- (m) any other sanction deemed appropriate by the Designated Administrative Authority.

16.2 Sanctions for College Employees

Sanctions for College employees shall be applied in accordance with their respective collective agreement when applicable, and may include but are not limited to the following:

- (a) prohibition from any contact with specified individuals, groups, or organizations;
- (b) prohibition of communication about specified individuals;
- (c) verbal or written apologies to individuals, groups, or organizations affected by the Respondent(s) act(s);
- (d) reparations (primarily in the case of restorative justice measures);
- (e) permanent or temporary partial or total restriction to access a College's premise;
- (f) change in work schedule and/or location;
- (g) change in work assignment;
- (h) increased monitoring (e.g. periodic check-ins with designated managers or other resources);
- (i) probation;
- (j) suspension with or without pay;
- (k) dismissal;
- (l) Any other sanction deemed appropriate by the Designated Administrative Authority.

16.3 Sanctions for other Members of the College Community

Sanctions for the other Members of the College Community (e.g. third-party contractors, guest speakers, visitors, volunteers, sponsors, and members of governing bodies), at any or all locations, may include any of the Sanctions set out in 15.1 and 15.2, as applicable. This could result in a permanent ban from any College premises or activities, and the existing relationship with the College being terminated. Contractors, specifically, may be held in breach of contract for violations, and their contract may be terminated immediately.

17. Appeals

The conclusions of the final investigative report are subject to Appeal on the grounds that the conclusions reached were discriminatory, or, if the procedures outlined in the applicable local procedures for the handling of the Complaint were breached. If new evidence or information comes to light after a decision has been rendered, launching an Appeal process is also possible.

Appeals must be submitted to the Director in writing within seven (7) days of receiving the final investigative report and must include the specific reasons for requesting the Appeal. The delay for

submitting a request to Appeal is waived in the case of new evidence or information. The Director will address the Appeal within seven (7) days of receiving the request.

The Director shall establish the Appeal process in consultation with the local Standing Committee. The results of the Appeal are final and not subject to further Appeal under the present Policy.

18. Access to information

At the request of the Complainant, the College must communicate to the Complainant the information relating to follow-up that has been given to the Complaint, namely, whether or not a Sanction or Disciplinary Measure was imposed on the Respondent, and the details and terms of the Sanction or Disciplinary Measure, if any.

19. Resources

Each of the College's location, under the responsibility of its Standing Committee and in conjunction with local Administration, shall identify and publish information about the local resources available internally and externally to the respective Members of the College Community, including the list of Designated Resources Persons.

Any Member of the College Community may reach out to the Designated Resource Person whenever needed.

20. Policy Distribution, Review and Annual Reporting

To ensure that the Policy and any subsequent revisions remains effective and in line with the best practices in preventing and combating Sexual Violence and Gender-based Violence, it shall be reviewed at least every five (5) years. Notwithstanding the foregoing, an annual review of the application of the Policy will take place with the Designated Administrative Authorities. The Board of Governors shall ensure the submission of the Policy and any subsequent revision to the Ministry.

20.1 Dissemination of the Policy

Under the responsibility of the local Designated Administrative Authorities, the Policy and local procedures shall be disseminated to all new College students and semi-annually to all College's students and employees. All new College's employees shall be provided a copy of the Policy and local procedures upon hiring.

20.2 Annual Reporting

As per the Act, the annual report of the College shall include the following elements:

- (a) prevention, training and awareness-raising measures implemented, including the training activities offered to the Members of the College Community;
- (b) training activities undertaken by College's management, employees, and student association representatives;
- (c) safety and security measures that have been implemented;
- (d) number of Informal Reports and Complaints received and the timeframe in which they were processed;
- (e) the consultation process undertaken during the writing and/or modification of the present Policy.

At each of the College's location, the Director, in conjunction with the Designated Administrative Authorities, shall be responsible for maintaining records and submitting the information for collation in the annual report.

Appendix 1 Local Designated Administrative Authorities

At each of Champlain Regional College's locations, Designated Administrative Authorities are responsible for responding to various elements of the Policy with regards to the receipt of Informal Reports and Complaints, implementation of Sanctions and related measures and the receipt of final investigative reports. Additional responsibilities may be assigned under local procedures. The Designated Administrative Authorities are as follows for each location:

College Administration:

For Students:	not applicable
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For Employees:	Director of Human Resources
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For the College:	Director General
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Champlain College Lennoxville

For Students:	Dean of Student Services
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For Employees:	Human Resources Manager
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For the College:	Director of the Constituent Colleges
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Champlain College Saint-Lambert

For Students:	Director of Student Services
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For Employees:	Human Resources Coordinator
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For the College:	Director of the Constituent Colleges
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Champlain College St. Lawrence

For Students:	Dean of Faculty and Professional Services
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For Employees:	Human Resources Manager
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For the College:	Director of the Constituent Colleges
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