

Foundation for Montessori Education (FME)

Sexual Violence Policy

In accordance with the regulations under the *Ontario Career Colleges Act, 2005*

The Foundation for Montessori Education (FME) is committed to providing its students with an educational environment free from sexual violence and treating its individuals who report incidents of sexual violence with dignity and respect.

1. Sexual Violence Policy

1.1 FME 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.

1.2 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

3.1 FME shall provide students with a copy of the Sexual Violence Policy and the acknowledgement of same will be made on the enrolment contract. A copy of the Sexual Violence Policy will be provided to all FME management including corporate directors and others who manage or direct FME’s affairs, and their agents, instructors, staff, contractors and other employees. They will also receive training about the policy and its processes of reporting, investigating, and responding to complaints of sexual violence involving its students.

3.2 The complete Sexual Violence Policy shall be published on the FME website. Additional copies can be provided upon request.

- 3.3 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 FME's policies relating to drugs or alcohol use at the time the alleged sexual violence occurred.
- 3.4 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 FME's staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history.
- 3.5 All members of our career college community, including the corporate directors, other persons who manage or direct the affairs of FME, agents, instructors, staff and other employees, will take all reasonable steps to prevent sexual violence on our campus, or at FME events. Any person subject to, or witnessing incidents of, or complaints of, or have knowledge of sexual violence should report the incident in writing to the FME Course Administrator, Lynn Woodward at lynn.woodward@montessori-ami.ca, or to the Director of Training, Sandra Giralto at sandra.giralto@montessori-ami.ca; upon becoming aware of them.
- 3.6 Students who have been affected by sexual violence or who need information about support services should contact the FME Course Administrator, Lynn Woodward at lynn.woodward@montessori-ami.ca, or The Director of Training, Sandra Giralto at sandra.giralto@montessori-ami.ca. FME will not charge a fee for provision of internal support services or accommodation to students who are affected by sexual violence, or for referring a student to any such supports or services that are available off-campus.
- 3.7 Subject to Section 4 below, to the extent it is possible, FME 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 in its campus, or the broader community, are at risk. This will be done by:
- ensuring that all complaint/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

- ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent.
- 3.8 FME recognizes the right of a 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.
 - 3.9 Notwithstanding (8) above, in certain circumstances, FME 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 community, or the broader community, are at risk.
 - 3.10 In all cases, including (8) above, FME will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact the Course Administrator or the Director of Training.
 - 3.11 In this regard, FME 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.
 - 3.12 If the FME sexual violence policy conflicts with its expulsion policy, the sexual violence policy prevails.

4 Investigating Reports of Sexual Violence

- 4.1 Under this Sexual Violence Policy, any student of FME may file a report of an incident or a complaint in writing to the Course Administrator, Lynn Woodward at lynn.woodward@montessori-ami.ca or to the Director of Training, Sandra Giralto, at sandra.giralto@montessori-ami.ca.
- 4.2 Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, to the Course Administrator, Lynn Woodward or the Director of Training, Sandra Giralto will respond promptly and:

- determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation;
- determine who should conduct the investigation having regard to the seriousness of the allegations and the parties involved;
- 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, FME may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and
- 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.

4.3 Once an investigation is initiated the following will occur:

- the Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation process;
- interviewing the Complainant to ensure a complete understanding of the allegations and gathering additional information that may not be 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;
- 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;
- interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses;
- providing reasonable updates to the Complainant and the Respondent about the status of the investigation; and

4.4 Following the investigation, the FME Course Administrator will

- review all of the evidence collected during the investigation;
- submit the investigative report to the president of the Board of Directors
- it will be up to the Board of Directors to determine whether sexual violence occurred, and if so,
- determine what disciplinary action, if any, should be taken as set out in section 5 below.

5 Disciplinary Measures

5.1 If it is determined by FME that the Respondent has been involved in sexual violence immediate disciplinary or corrective action will be taken. This may include:

- disciplinary action up to and including termination of employment of instructors or other staff;
- expulsion of a student, and/or
- the placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or
- any other actions that may be appropriate in the circumstances.

6 Appeal

6.1 Should the Complainant or the Respondent not agree with the decision resulting from the investigation, she/he may appeal the decision to FME's Course Administrator, Lynn Woodward, within 7 business days by submitting a letter addressed to FME, 1460-M427 The Queensway, Etobicoke, ON M8Z 1S4 Attention: Lynn Woodward, advising of the person's intent to appeal the decision. An external reviewer may be engaged if necessary.

6.2 Should the Complainant or the Respondent not agree with the decision resulting from the investigation of FME, he or she may may appeal the decision to the Ministry of Colleges and Universities by submitting the inquiry at the Program Approval & Registration Information System (PARIS). Students shall register in PARIS at this link: <https://www.pcc.tcu.gov.on.ca/PARISExtWeb/public/register.xhtml> with a "Student" type profile. Once they login, students shall click on Inquiry.

7 Making False Statements

7.1 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.

7.2 Individuals who violate this Sexual Violence Policy are subject to disciplinary and/or corrective action, up to and including termination of employment or expulsion of a student.

8 Reprisal

- 8.1 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.
- 8.2 Individuals who violate the Sexual Violence Policy are subject to disciplinary and/or corrective action, up to and including termination of employment of instructors and staff or expulsion of a student.

9 Review

FME shall review its Sexual Violence Policy every 3 years. The date of this revision is January 30, 2025.

10 Resources

Appendix 1 lists provincial sexual violence and harassment centres which could be provided as resources.ⁱ

Appendix 1

Off- Campus Supports

OCRCC – Ontario Coalition of Rape Crisis Centres: <https://sexualassaultsupport.ca/>

Assaulted Women’s Helpline: 1-866-863-0511

Talk4Healing, for Indigenous women: 1-855-554-HEAL

Male Survivors of Sexual Violence: 1-866-887-0015

Good2Talk: <https://good2talk.ca/> 1-866-925-5454

SEXUAL ASSAULT CENTRES (ONTARIO)

Toronto Rape Crisis Centre

Crisis Line: (416) 597-8808

Office Line: (416) 597-1171

Region: Toronto

Hope 24/7

Crisis Line: (800) 810-0180

Office Line: (905) 792-0821

Region: Peel

Family Transition Place

Crisis Line: (800) 265-9178

Office Line: (519) 942-4122

Region: Dufferin County, Peel

Sexual Assault and Violence Intervention Services of Halton

Crisis Line: (905) 875-1555

Office Line: (905) 825-3622

Region: Halton (Oakville)

Women’s Support Network of York Region

Crisis Line: (800) 263-6734

Office Line: (905) 895-3646

Region: York

Durham Rape Crisis Centre

Crisis Line: (905) 668-9200

Office Line: (905) 444-9672

Region: Durham

Niagara Region Sexual Assault Centre

Crisis Line: (905) 682-4584

Office Line: (905) 682-7258

Region: Niagara (Niagara Falls-St. Catharines)

Sexual Assault Centre Hamilton & Area

Crisis Line: (905) 525-4162

Office Line: (905) 525-4573

Region: Hamilton

Pour le support francophone aux femmes victimes d'agression sexuelle:

Oasis Centre des femmes

465 Yonge Street PO Box 73022 Wood Street PO Toronto ON M4Y 2W5

Toronto

416 591-6565

www.oasisfemmes.org

services@oasisfemmes.org

Centre de santé communautaire Hamilton/Niagara – Espace entre Elles

1320 rue Barton Est

Hamilton (Ontario) L8H 2W1

905 528-0163

1 866 437-7606

www.centredesantecommunautaire.com

cschn@cschn.ca

Pour le support francophone aux femmes victimes d'agression sexuelle, se il vous plaît visitez (*for French-language support to women victims of sexual assault, please also visit*): Action ontarienne contre la violence faite aux femmes.
