



UNIVERSEL COLLEGE

GATINEAU CAMPUS

BRINGING KNOWLEDGE
AND SPIRIT TO LIFE

Policy to Prevent and Combat Sexual Violence

Universel College – Gatineau Campus

Adopted by the Board of Trustees on December 27, 2018

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1. INTRODUCTION

1.1 CONTEXT

The *Act to Prevent and fight Sexual Violence in Higher Education Institutions*, enacted and sanctioned December 8, 2017, stipulates that higher education institutions must adopt a policy to prevent and combat sexual violence before January 1, 2019, and implement this policy before September 1, 2019, at the latest.

The Act contains indications and requirements pertaining to numerous aspects, such as the development of the policy and consultations, the mandatory training of the collegiate community, the providing of support and assistance services, the adoption of a code of conduct concerning teaching relationships and relationships of authority, and the setting of a rules framework for social and welcoming activities for students.

The College must, in its *Policy to Prevent and Combat Sexual Violence*, outline the sanctions that will be imposed in the event that there is a violation of the policy's provisions. The College is required to submit this policy to the Minister following its adoption and to notify the Minister of any subsequent modifications.

The Act's requirements regarding colleges and universities entirely intersect with the College's fundamental values and commitment to offer and foster a safe and health study and work environment that is free of all forms of violence and harassment.

With this policy, the College has the opportunity to reaffirm that mutual respect between all persons is a fundamental value and to strengthen the actions that are in effect to counter all forms of violence, including sexual violence.

In this way, the policy, all while providing for services, assistance mechanisms and support measures in the event of a sexual violence incident, and in no way having the College substitute itself to the criminal investigation or judicial processes, emphasizes the importance of education, awareness and prevention regarding this issue in accordance with the College's primary mission and fundamental values.

The entire collegiate community, as well as all external stakeholders that the College has a relationship with, must comply with this Policy.

1.2 POLICY FRAMEWORK

This Policy is based on several Canadian and Québécois legal documents, such as, but not limited to and for reference, the *Criminal Code*, the *Civil Code of Québec*, the *Charter of Human Rights and Freedoms*, the *Act Respecting Labour Standards*, the *Act Respecting Occupational Health and Safety*, and the different labour laws, and the rules and regulations pertaining to the protection of personal information.

This Policy is consistent with the College's current policies and regulations, as well as the employment contracts and collective agreements that bind it to its employees.

This Policy, in accordance with the Act, is distinct from all other policies adopted by the College.

1.3 POLICY DEVELOPMENT

To develop this Policy, the College has partnered with other private colleges, which brought about enlightening discussions and a sharing of useful information and best practices. This collaboration led to the elaboration of a common policy framework and to suggestions on how to manage its implementation and enforcement.

As stipulated in section 7 of the Act, the College has created a standing committee (*Appendix 7*) to oversee the “development, review and monitoring” of the Policy. This committee's membership includes students, teachers, staff members and administrative personnel.

Before the Policy is submitted to the Board of Trustees, the standing committee, comprising students, teachers, staff members and administrative personnel, was consulted.

2. DEFINITIONS

Activities: “social or welcoming activities organized by the educational institution, a personnel member, an officer, a sports organization or a student association.”¹ This also includes sociocultural and intramural and intercollegiate sports activities.

Sexual assault: “Sexual assault is an act of a sexual nature, with or without physical contact, committed by an individual without the consent of the target person, or in certain cases, notably in those of children, involving affective manipulation or blackmail. It is an act aiming at subjecting somebody else to one's own impulses by abuse of power, use of force or constraint, or by implicit or explicit threat. Sexual assault violates fundamental rights, in particular a person's right to physical and psychological integrity and safety.

This definition applies regardless of the age, sex, culture, religion, and sexual orientation of the victim or attacker, the type of sexual assault committed, the place or environment in which it occurs, and the nature of the relationship between the victim and the offender. Certain other

¹ *Act to Prevent and Fight Sexual Violence in Higher Education Institutions*, Section. 3 (5), CQLR c. P-22.1
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terms are used to refer to sexual assault, including rape, sexual abuse, sexual offence, sexual contact, incest, prostitution and child pornography.”²

Student association: The Universel College’s Student Association, including its officers and representatives.

College: The Universel College – Gatineau Campus, offering technical and preuniversity programs.

Standing Committee: The standing committee formed by the College in compliance with the *Act to Prevent and Fight Sexual Violence in Higher Education Institutions*.

Collegiate community: Students, officers, staff members as well as the Student Association, labour organization, sports organizations as defined by this Policy.

Consent: “Consent is the voluntary agreement of a person to engage in the sexual activity in question. Conduct short of voluntary agreement to engage in sexual activity does not constitute consent. A person has the right to withdraw consent at any time.

A person’s consent is not valid in the following cases:

- Where the agreement is expressed by the words or conduct of a third party
- Where the person is incapable of consenting to the activity because, but not limited to, they are under the influence of drugs or alcohol or because they are unconscious
- Where the person is induced to engage in the activity through the abuse of trust or authority
- Where the person expresses, by words or conduct, a lack of agreement to engage in the activity
- Where, having consented to engage in sexual activity, the person expresses, by words or conduct, a lack of agreement to continue to engage in the activity

In Canada, the age of consent to sexual activity is 16 years. It is raised to 18 years in the following situations:

- The person’s sexual partner is in a position of trust and authority to themselves
- The person is dependant on their sexual partner
- The relationship between both persons constitutes sexual exploitation”³

Disclosure/complaint: “[...] disclosure means that a person reveals that he or she has been a victim (or witness) of sexual violence. Disclosure does not necessarily lead to a formal complaint.”⁴

² Orientations gouvernementales en matière d’agression sexuelle, gouvernement du Québec, 2001, p. 22. [Translation taken from “Media Kit on Sexual Assault”, Institut national de santé publique Québec, Government of Québec, 2001-2019, online <https://www.inspq.qc.ca/en/sexual-assault/understanding/what-is-it>]

³ Inspired by: “A Definition of Consent to Sexual Activity,” Department of Justice, Gouvernement of Canada, online: <http://www.justice.gc.ca/eng/jp-cj/victimes-victims/def.html> and “Age of Consent to Sexual Activity,” Department of Justice, Government of Canada, online: <http://www.justice.gc.ca/eng/pr-rp/autre-other/clp/faq.html>

⁴ Intervention Strategy for Preventing and Countering Sexual Violence in Higher Education 2017-2022, Minister of Education and Higher Education, 2017, p. 17.

In this Policy, “disclosure” and “complaint” are used as synonyms, unless the context indicates otherwise.

Officer: A person occupying an administrative position or who is in charge of a sector, campus or residences.

Student: Any person enrolled in an educational program given by the College, or who is participating in one, whether this activity is credited or not, and leads or not to the completion of a degree, an attestation of studies or any other type of certification.

Single-window service: Set of sexual violence-related resources and services that the College offers and for which the first point of contact is designated as the resource person in this Policy’s text.

Sexual harassment: Sexual harassment is included in the definition of psychological harassment which is “any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects [a person’s] dignity or psychological or physical integrity and that results in a harmful work environment for the [person]. Sexual harassment includes such behaviour in the form of such verbal comments, actions or gestures of a sexual nature.

A single serious incidence of such behaviour that has a lasting harmful effect on a person may also constitute psychological harassment.”⁵

Sexual misconduct: “Sexual misconduct refers to gestures of a sexual nature during a professional relationship as intended by the Professional Code.”⁶

Locations: All the locations the College owns, rents or uses for its activities, including parking lots and campuses situated outside its main buildings, residences and their parking lots, and, in general, its grounds and buildings.

Act: *Act to Prevent and Fight Sexual Violence in Higher Education Institutions.*⁷

External member: Any person who is not employed by the College and that sits on work committees or other bodies such as the executive committee or the Board of Trustees.

Minister: Minister of Education and of Higher Education.

Sports Organization: Intramural and intercollegiate sports team, including officers, coaches, staff and volunteers.

Individual in question: Person alleged to have perpetrated sexual violence.

⁵ *Act Respecting Labour Standards*, section 81.18, CQLR c. N-1.1

⁶ *Professional Code*, section 59.1, CQLR, c. C-26

⁷ To read the entire text: <http://legisquebec.gouv.qc.ca/en/ShowDoc/cs/P-22.1>

Staff member: Any person employed by the College, no matter their role, title, status, method of remuneration, including contractors and persons working on a mandate basis.

Complainant: Person lodging a complaint.

Complaint: “A complaint is the formal process of reporting a situation [of sexual violence] to an educational institution or the police. The purpose of an administrative complaint is to have the sexual misconduct or harassment officially recognized, and sanctions imposed on the perpetrator. A police complaint implies that a criminal offence may have been committed.”⁸

Policy: The present policy, unless otherwise stated.

Relationship of authority: The principle of authority implies are hierarchical relationship between two people. In the context of this policy, the definition encompasses all relationships between, on the one hand, an officer, a staff member, a coach or a sports organization volunteer, and on the other hand, a student, including counselling.⁹

Teaching relationship: A relationship taking place in an academic or leaning context based on an interaction such as that between a teacher, an instructor, an educational professional, and a student, etc.¹⁰

Labour organization: The Syndicat des travailleuses et travailleurs du Collège Nouvelles Frontières, including its officers, representatives and employees.

Active witness: A person that is aware of the importance of acting in a situation that may lead to sexual violence and who has received training to this effect.

Third party: Any natural or legal person who is neither an officer, staff member, external member, student of the College or in a relationship with the College. For example, a UQO (landlord) officer or staff member, a staff member of an organization hosting an internship, a service provider, a cafeteria employee, a student cooperative employee, a foundation employee, a volunteer, etc.

Sexual Violence: “1. [...] the concept of sexual violence refers to any form of violence committed through sexual practices or by targeting sexuality, including sexual assault.

It also refers to any other misconduct, including that relating to sexual and gender diversity, in such forms as unwanted direct or indirect gestures, comments, behaviours or attitudes with sexual connotations, including by a technological means.”¹¹

⁸ Intervention Strategy for Preventing and Countering Sexual Violence in Higher Education 2017-2022, Minister of Education and Higher Education, 2017, p. 17

⁹ Definition inspired by and translated from the online edition of the Larousse dictionary: <https://www.larousse.fr/dictionnaires/francais>.

¹⁰ Definition inspired by and translated from various articles on the teaching relationship.

¹¹ *Act to Prevent and Fight Sexual Violence in Higher Education Institutions*, section 1, CQLR c. P-22.1

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3. THIS POLICY'S OBJECTIVES

- Comply with the Act.
- Prohibit all sexual violence within the collegiate community, including by technological means (platform, email, social media, etc.), and any retaliation against a whistleblower or complainant.
- As stipulated in the Act, “to prevent and fight sexual violence,”¹² specifically by the implementation of awareness-raising, prevention and training activities as well as framework rules for activities.
- Set up a single-window service that is accessible to the entire community for sexual violence-related services and resources.
- Establish a protocol for handling reports and complaints in the timeframe required by the Act.
- Clearly define the roles and responsibilities of all collegiate community stakeholders.
- Strengthen the actions and measures that are already in place in order to continue to offer and promote a safe and healthy study and work environment that is free of all forms of harassment and violence and, therefore, of sexual violence.

4. SCOPE AND FIELD

Students, external members, staff, officers, third parties as well as the Student Association, the labour organization and the sports organizations must comply with this Policy or otherwise face sanctions.

This Policy covers all pedagogical activities, or others, occurring on the College's grounds.

It is likewise applicable to activities held and organized outside the College's grounds:

- By the College as part of a program of studies, e.g., during internships
- By the College as part of extracurricular or sociocultural activities, like trips
- By organizations which the College participates in, e.g., the Student Association, sports organizations (sports competitions)
- By collegiate community members

In the event that the activities take place outside of the College's grounds and that the individual in question is not connected to the College, the victim, if they work or study at the College, can still access the sexual violence-related services the College offers even in situations where the College cannot sanction the individual in question as the College could a collegiate community member or a third party.

¹² *Act to Prevent and Fight Sexual Violence in Higher Education Institutions*, section 1, CQLR c. P-22.1
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If the individual in question is a collegiate community member, they can also access the College's services irrespectively of the victim being a collegiate community member or no.

This Policy is equally applicable to sexual violence incidents that occur through technological means. It reinforces the College's policy regarding this matter and its netiquette rules (<https://www.collegeuniversel.ca/politique-de-netiquette/>).

5. ALL STAKEHOLDERS' ROLES AND RESPONSIBILITIES

5.1 ALL COLLEGIATE COMMUNITY MEMBERS

All collegiate community members must familiarize themselves with the Policy and comply with it, demonstrate good behaviour, attend mandatory training, assist victims and provide the single-window service's contact information or the emergency number, as necessary.

Furthermore, all community members are strongly encouraged to report an incident or provide information if they are a witness.

5.2 THE BOARD OF TRUSTEES

The Board of Trustees adopts the policy and any subsequent modifications, and annually receives information concerning accountability.

5.3 THE OFFICE OF THE DIRECTOR GENERAL

The Office of the Director General ensures compliance with the Act, specifically the implementation of the Policy, compliance with it, the handling of reports and complaints in the timeframe required by the Act, prepares the accountability report and presents it to the Board of Trustees. The Office is also responsible for transmitting the required document to the Minister in the timeframe required by the Act or by the Minister.

5.4 THE OFFICERS

The various departments and service administrations or the managers responsible must oversee this Policy's implementation within their services and attend the mandatory training activities that are provided for them in Section 8. The officers and sports organization coaches, as well as campus and residence heads, have the same responsibility.

Officers support the staff members who carry out the interventions related to this policy.

5.5 THE STAFF MEMBERS

Their roles and responsibilities are enumerated in Section 5.1 of this Policy.

5.6 THE STUDENTS

Their roles and responsibilities are enumerated in Section 5.1 of this Policy.

5.7 THE OFFICERS AND REPRESENTATIVES OF THE STUDENT ASSOCIATION

The officers and representatives of the Student Association must demonstrate leadership by collaborating with the implementation and enforcement of this Policy. They must also make sure that this Policy is complied with during activities organized by the Association. Moreover, they must attend the training activities that are provided for them in Section 8 of this Policy as well as invite the students to participate in the College's sexual violence-related activities.

5.8 THE LABOUR ORGANIZATION OFFICERS AND REPRESENTATIVES

The labour organizations officers and representatives must collaborate with the implementation and enforcement of this Policy. They must also make sure that this Policy is complied with during activities held by the organization. Moreover, they must attend the training activities that are provided for them in Section 8 of this Policy as well as invite their members to participate in the College's sexual violence-related activities.

5.9 THE STANDING COMMITTEE

Under the responsibility of the Office of the Director General, the Standing Committee's membership includes students, teachers, employees, and administrative staff members (see Appendix 7). The committee meets as necessary and at least once a year. It is responsible for the following:

- Issuing recommendations to the Office of the Director General to ensure that best practices regarding sexual violence prevention and intervention are maintained
- Suggesting and reviewing the awareness-raising, prevention and training activities that are organized
- Reviewing this Policy every five (5) years minimum
- Implementing a consultation process that allows all members of the College's community to be consulted during policy reviews and conducting follow-ups

5.10 THE RESOURCE PERSON (SINGLE-WINDOW SERVICE)

Working in collaboration with specialized resources, the resource person heads the single-window service and is responsible for welcoming, listening, providing information, receiving reports and complaints, and following up on them within the established timeframe. They participate in the implementation of accommodation measures, in delivering specialized services, or in referring a victim or an individual in question to psychosocial support resources at the College or externally, as necessary, and in supporting the victim in the steps they have decided to take.

To fulfill their role and responsibilities, the resource person regularly attends training on the topic of sexual violence, is in direct contact with organizations active in this field and participates in

activities organized by committees working on the issue of sexual violence, including those of the Association des collèges privés du Québec.

5.11 SPECIALIZED RESOURCES

In collaboration with the resource person, they deliver psychosocial support services, onsite or outside the College.

5.12 THIRD PARTIES

Third parties familiarize themselves with this Policy and commit to complying with it. For those working on the College's grounds, it is recommended that they receive the same training as the staff members.

6. RAISING AWARENESS AND PREVENTION MEASURES

6.1 GENERAL MEASURES

The College implements various awareness-raising and prevention measures. For example:

- The Policy is permanently available on the College's website as well as the institution's Omnivox.
- Upon registration, future students are informed of this Policy's existence and are invited to read it by clicking a link.
- At the start of the fall, winter and summer semesters, a reception booth dedicated to the issue of sexual violence, and identified as such, is set up allowing students to ask questions to the staff members responsible.
- At the start of the fall, winter and summer semesters, a video will be presented during the first classes. It will also be distributed to the students and staff via the academic portal. Viewing it will be mandatory.
- Short thematic videos are accessible on the College's web platforms.
- Information capsules touching upon this Policy's aspects will be displayed from time to time in the College's print and web media.
- Capsules presenting legal information in simple terms (for example, on criminal sexual offences, harassment and civil or criminal recourses) are displayed on the College's print and web media.
- On the College's screens and web platforms, short messages about organizations specializing in this issue, the types of interventions they carry out, their activities and contact information will be displayed from time to time.
- A uniform banner comprising a slogan, telephone numbers and reference organizations will be added to all course outlines.

- During the *Violence and Harassment Prevention Week*, the College will set up a booth and will invite various organizations active in this field to inform and educate staff and students about sexual violence.

6.2 PERSONS AT INCREASED RISK

The values of openness and respect regarding others professed by the College are central to embracing diversity. Certain persons who are members of sexual or gender minorities, cultural minorities, First Nations minorities, who are from overseas or are living with a disability may be more vulnerable in relation to sexual violence.

This Policy recognizes this fact by making information about this reality available to all those present at the College in the form of information capsules that are occasionally displayed in its print and web media. All persons at increased risk are invited to discuss their situation with the resource person at the single-window service.

7. ACCESSIBILITY

The College's policy is accessible at all times on its website and academic portal.

A complete print version can be consulted at the single-window service (room A-2327) or at the administration office (room A-2322).

Certain extracts are included from time to time in the College's media when publishing thematic features on sexual violence.

All students upon admission, all new employees upon signing their contract and any third party in a relationship with the College receive a copy of this Policy.

8. MANDATORY TRAINING

The College is required by law to offer **mandatory** training to collegiate community members.

The College's officers, staff members, association and labour organization officers and representatives, as well as the officers and representatives of student associations must receive annual training.

8.1 FOR STUDENTS

A training course on all chapters of this Policy, including the definitions pertaining to many aspects, the Code of Conduct regarding teaching relationships or relationships of authority, the

resources and services that are available at the College and externally, and on situations presenting a risk and on how a witness should behave in such a situation.

Students are required to receive this training, in the form of a video, when they come pick up their schedule or download it from the College's platform.

8.2 FOR STUDENT ASSOCIATION OFFICERS AND REPRESENTATIVES

In addition to the training mentioned in Section 7.1, they receive training on being an active witness by video or by peers as well as training about their responsibilities as officers and representative of their student association.

Further training on other topics identified on a yearly basis may also be given.

8.3 FOR LABOUR ORGANIZATION OFFICERS AND REPRESENTATIVES

In addition to the training mentioned in Section 7.1, they receive training on being an active witness through a video available on the College's platform as well as training about their responsibilities when they organize activities at the College or outside.

Further training on other topics identified on a yearly basis may also be given.

8.4 FOR STAFF MEMBERS

A training course on all chapters of this Policy, including the definitions pertaining to many aspects, the Code of Conduct regarding teaching relationships and relationships of authority, the resources and services that are available at the College and externally, and on situations presenting a risk and on how a witness should behave in such a situation. This is a training video that is played during the staff orientation day.

Further training on other topics identified on a yearly basis may also be given.

8.5 FOR THE OFFICE OF THE DIRECTOR GENERAL AND ADMINISTRATION STAFF

In addition to staff training, a training video on being an active witness is available on the College's platform.

They receive training on their responsibilities when they organize activities at the College or outside.

Certain officers (sports organizations, residences, etc.) receive additional training session on the particular aspects of their respective fields.

Further training on other topics identified on a yearly basis may also be given.

8.6 FRONT-LINE RESPONDERS (RESOURCE PERSON AND SINGLE-WINDOW SERVICE) AND THE STANDING COMMITTEE

They receive supplementary training on rape culture, legal issues as well as how to receive a report or a complaint.

8.7 THIRD PARTIES

In addition to receiving the Policy, third parties who work on College grounds are invited to participate in staff training sessions.

9. SAFETY MEASURES

The College is currently renting facilities from the UQO and must comply with this landlord's safety regulations, which are:

- The UQO has installed an automatic door locking system for outside normal business hours and surveillance cameras that record 24-7.
- A security guard is permanently posted 24-7, including holidays.
- Doors are locked when the room is no longer in use.
- The exterior grounds and parking lots are lit. The security guards make regular rounds.

Any anomalies noticed outside the College's business hours must be reported to the security guard office located at the UQO's entrance, room B-0120. The guards may also be directly notified by picking up the emergency phones in the UQO's hallways, or by calling 819-595-3900, extension 1639.

During normal business hours, any anomaly must be reported to the College Universel reception office in room A-2322 or by phone at 819-503-2400.

Following a report or a complaint, if it is determined that the incident occurred as a result of a lapse in security, the College will advise the UQO of the situation and will follow up on the necessary changes, as the case may be.

9.1 TECH AND SOCIAL MEDIA

Despite the College's web and social media platforms being monitored, it is important to remain vigilant and immediately report any inappropriate images or statements that are sent or published electronically and that are identifiable as sexually violent, as stipulated in the College's technology and netiquette policy (<https://www.collegeuniversel.ca/politique-de-netiquette/>), to the resource person (Joannie Blanchette in room A- 2327, by email vcs@cuniverse.ca or by phone at 819-503-2404, extension 2296).

10. FRAMEWORK RULES FOR SOCIAL, WELCOMING AND SPORTS ACTIVITIES

10.1 REMINDER

This Policy is in effect during all activities organized by the College, an officer, a staff member, a student organization, a sports organization, a student association or a labour organization, whether it takes place inside or outside the College's grounds.

10.2 RULES

The person in charge of the activity identifies themselves to the resource person at the single-window service (Joannie Blanchette in room A- 2327, by email vcs@cunivsel.ca or by phone 819-503-2404, extension 2296) and fills out the activity form indicating the means they will use to prevent sexual violence. For example, before the event, adding "If it's not yes, its no!" and the emergency phone numbers (see Section 15 and Appendix 5) to the ads and the invitation email. Then during the event, for example, displaying the information already provided on a poster before the start of the activity in addition to a poster on drinking in moderation.

The person in charge of the activity must also "implement the necessary framework to prevent a game, joke or activity from compromising the physical and psychological integrity of the participants."¹³

At all times, there must be a designated active witness, either the person in charge of the activity or another person from the organization present at the event. The College reserves the right to require a greater number of designated active witnesses based on the number of event participants.

Organizers who fail to comply with these rules will be subject to sanctions (see Section 19).

11. INTERNSHIPS AND OTHER OUTSIDE ACTIVITIES

This Policy is applicable during **internships or other types of pedagogical activities** in which students work to gain experience in environments other than the College's facilities and where a teacher or College staff member is not necessarily continuously present. Students, College staff members and third parties must comply with it, and if a member of the collegiate community wishes to report one or more sexual violence incidents, they are invited to contact the sexual violence-related reception, reference and support services the College offers, even if the individual in question is not affiliated with the College.

¹³ Guide for Higher Education Institutions/Development of the Policy Prescribed by the *Act to Prevent and Fight Sexual Violence in Higher Education Institutions*, Minister of Education and Higher Education, Government of Québec, 2018, p. 13.

If the individual in question studies or works at the College, they may access the services listed in this Policy even if the victim is not a member of the collegiate community and that the incident occurred outside the College's grounds.

These clarifications are equally applicable during College **field trips**; remote services are also accessible toll-free by calling the College's single-window service at 819-503-2400, extension 2296 or by sending an email at vsc@cunivsel.ca.

12. PROVISIONS RELEVANT TO THIRD PARTIES

The College informs external persons or organizations with whom it has a relationship of the existence of the Policy and gives them access to a platform via a link included in the emails exchanged with them or in the contracts that bind them.

Compliance with the Policy is a condition of the execution of any contract with a third party.

The College requests that the third party distribute the Policy to the members of their organization that will be in contact with collegiate community members.

If the third parties work on the College's grounds – e.g., cafeteria or student cooperative employees –, the College strongly encourages them to not only familiarize themselves with the Policy, but to also attend the mandatory training that is required for the entire collegiate community (see Section 8).

12.1 SANCTIONS

The College cannot impose the same types of sanctions on a third party who violates the Policy as it would on a student or staff members; however, in the event of a breach of this Policy, the College may deny them access to the grounds and terminate the relationship.

13. CODE OF CONDUCT FOR TEACHING RELATIONSHIPS OR RELATIONSHIPS OF AUTHORITY

13.1 COLLEGE CODE OF CONDUCT

The rules of conduct set out in the College's institutional documents and best practices emphasize respect and the absence of conflicts of interest, real or apparent, in relations between collegiate community members. The Act sets further guidelines for certain situations.

13.2 CODE OF CONDUCT FOR TEACHING RELATIONSHIPS OR RELATIONSHIPS OF AUTHORITY

College considers that no romantic or sexual relationship between a staff member and a student engaged in a teaching relationship or relationship of authority can be tolerated. Consequently, any staff member in a teaching relationship or relationship of authority must avoid entering into such a relationship.

In the case that such a relationship exists before the Code of Conduct coming into effect or if it develops nonetheless, the person in a teaching relationship or relationship of authority is responsible for immediately informing the department of human resources of its existence in writing (rh@cuniversonel.ca) so that measures can be taken to end the teaching relationship or relationship of authority (e.g., group transfer, having another teacher conduct evaluations, etc.).

The code is likewise applicable when technological means are involved. The College reiterates that its policy regarding this matter limits the relationship between a staff member and a student to professional interactions, that is to say that messages and images shared via social media and other technological communication means must solely concern College activities and not be personal or intimate in nature.

13.3 SANCTIONS

Violation of the Code may lead to sanctions as stipulated in Section 19 of this Policy.

14. RECEPTION, REFERENCE, PSYCHOSOCIAL AND SUPPORT SERVICES

14.1 SINGLE-WINDOW SERVICE

Services are consolidated into a single-window type service (Joannie Blanchette in room A- 2327, by email vcs@cuniversonel.ca or by phone at 819-503-2404, extension 2296).

Outside business hours, contact the organizations listed in Appendix 5, or call 1 888 933-9007 for a toll-free 24-7 external crisis line for support, information and references anywhere in Quebec. If this is the case, a follow-up meeting immediately upon return to the College with the resource person is recommended.

14.2 AVAILABLE SERVICES

Services are available for victims, individuals in question, witnesses and all collegiate community members.

Reception services (single-window service) provide support and assistance to a victim, witness or individual in question. They answer questions regarding sexual violence and give a victim or

witness information about which options are open to them (see Appendix 1). They receive reports and administrative complaints, initiate the complaints process, and suggest accommodation measures, in collaboration with the appropriate professional resources and the victim. A victim who wishes to press criminal charges will be given the necessary information before proceeding with this step.

The College has entered into a service agreement with external resources specializing in various fields that complement the expertise of the College's staff members to assist victims and individuals in question. To access these services, one must contact the resource person at the single-window service.

14.3 TIMEFRAME

The intervention timeframe for making services available and for the implementation of accommodation measures is seven (7) days.

15. PROCEDURE FOR DISCLOSING, FORMULATING A COMPLAINT OR REPORTING AN INCIDENT

15.1 DISCLOSURE AND ADMINISTRATIVE COMPLAINT

The victim of an act of sexual violence may, with complete confidentiality, disclose or file a complaint at any time, which is to say whenever it suits them.

A witness may also disclose, with complete confidentiality, a situation at any time.

Upon initial contact, the victim is informed of the fact that they may initiate a process anonymously, that they may seek more than one recourse, even simultaneously, and that they may at any time stop the initiated process.

To disclose:

- The victim contacts the resource person (Joannie Blanchette in room A- 2327, by email vcs@cunivsel.ca or by phone at 819-503-2404, extension 2296).
- Outside of business hours, they may directly call the emergency number (1 888 933-9007) to access an external service and contact the resource person afterwards.
- The resource person will welcome them, listen and evaluate what options they may wish to consider (see Appendix 2).
- Depending on the case, the resource person or another specialized resource offers advice to help the victim resolve the situation independently if they so wish; suggests mediation, psychosocial and assistance services; explores accommodation measures with them; explains

the administrative complaints process; and draws their attention to the process of filing a complaint with the police (see Appendix 4).

- Whatever the case, the decision on what next steps to take is generally the victim's (read Section 17.2 for the exceptions).

If the victim, at the time or later, decides to file a complaint, the resource person helps them complete the **administrative complaint form** and determines with them which persons will be informed of their complaint as part of the process.

Depending on the circumstances, **accommodation measures**, for a student, may, for example, be academic (group transfer, postponed evaluation, pedagogical adjustments, etc.) or administrative (termination of the lease without penalty, suspension of the educational services contract, etc.).

For a staff member, these measures may, for example, be a temporary transfer, a change of supervisor, etc.

15.2 FILING A COMPLAINT WITH THE POLICE

If the victim decides to file a complaint with the police – which they may do at any time – the resource person refers them to the competent authorities; meanwhile, the resource person continues to provide the College's services to the victim.

15.3 REPORTING AN INCIDENT

A witness to a sexual violence incident must report it to the resource person or immediately to the person responsible for the activity or call the police.

16. ACTIONS FOLLOWING DISCLOSURE OR AN ADMINISTRATIVE COMPLAINT

16.1 DISCLOSURE

The disclosure process is illustrated in Appendix 2.

In accordance with Section 14.3, the College provides the support services the victim has opted for in the following seven (7) days. Intervention may take several forms: academic accommodations, consultation with a psychologist, coaching, mediation, etc.

16.2 ADMINISTRATIVE COMPLAINT

The College, when handling an administrative complaint, follows a pathway similar to the one presented in Appendix 3. It is summarized as follows:

- The resource person submits the written complaint, on the form intended for this purpose, to the person responsible for evaluating its admissibility.
- If yes, the process follows its course once the victim has confirmed their intention to pursue their complaint.
- The deputy director of studies responsible designates a competent person to carry out the necessary investigation for the policy's implementation. The person heading the investigation must not have an employment relationship with the Universel College when the individual in question is a College staff member or is in a teaching relationship or a relationship of authority with the complainant, or if it involves a third party that participates in pedagogical or administrative activities. In other cases, the College reserves the right to form an internal investigation committee comprised of two persons, preferably a man and a woman.
- If the deputy director of studies is in any way connected with the complaint, the Office of the Director General designates a substitute.
- The investigator submits their report to the deputy director of studies responsible, who then comes to a decision and determines what sanctions to impose. The deputy director of studies responsible may form a committee to assist with these two steps to avoid any potential conflicts of interest.
- The resource person shares the conclusion of the report with the victim, without revealing the imposed sanction if such is the case, this information being confidential in nature.
- The deputy director of studies responsible or the person they have designated, meets the individual in question, informs them of the investigation's conclusion and the sanctions they will be subject to.

During the complaint process, the persons involved can at any time access support services if they request them.

The maximum timeframe for the complaint process is ninety (90) days.

16.3 INTERVENING WITHIN THE COLLEGIATE COMMUNITY

A disclosure or a complaint may lead to the implementation of various actions, such as:

- Informing the entire community of the incident, while following confidentiality guidelines
- Restating the roles and responsibilities of all members of the collegiate community
- Highlighting the correct behaviour of a witness to an incident or of the person in whom a victim has confided in
- Meeting with the members of a group who witnessed sexual violence
- Implementing emergency measures

Following a disclosure or a complaint, the College assesses the situation and determines, as the case may be, which measures to strengthen or implement to avoid the incident reoccurring.

17. CONFIDENTIALITY AND DISCLOSING PERSONAL INFORMATION

17.1 GENERAL RULES

In accordance with its pre-established rules and practices, the College takes the necessary steps to ensure **utmost confidentiality** when handling a disclosure or a complaint regarding either the victim, the individual in question or any other person involved in the incident. Among other things, the resource person validates with the victim the names of the persons who will have access to the information concerning their disclosure or the content of their complaint, only transmitting essential information to them, with the aim of providing the victim with the best services possible. The resource person explains the consequences to the victim and the individual in question of divulging information and has them sign a confidentiality agreement.

The College cannot, however, require that a person “keep silent for the sole purpose of not damaging the educational institution’s reputation.”¹⁴

17.2 MINORS AND SPECIFIC CIRCUMSTANCES

The resource person or any other person at the College or any other external specialized resource concerned by the file must, in accordance with section 39 of the *Youth Protection Act*, immediately report a sexual violence incident involving a minor to the Director of Youth Protection (DYP) if they have “reasonable grounds to believe that the security or development of a minor is or may be considered to be in danger.”¹⁵

The College must notify the police if it judges that a person may be in danger or if a person may be a danger to themselves, to another person or to the collegiate community (through suicidal tendencies or violent acts, for example).

The College may transmit confidential information to a person in order to maintain its safety.

Depending on the gravity of the information received or its repetitive nature, the resource person can anonymously provide information to the competent authority so that the appropriate intervention may take place. Any information that could be used to identify a person who has provided information must remain **strictly confidential**.

¹⁴ *Act to Prevent and Fight Sexual Violence in Higher Education Institutions*, section 3 (13), CQLR c. P-22.1

¹⁵ *Guide for Higher Education Institutions/Development of the Policy Prescribed by the Act to Prevent and Fight Sexual Violence in Higher Education Institutions*, Minister of Education and Higher Education, Government of Québec, 2018, p. 16.

18. REPRISAL PREVENTION MEASURES

The College uses the means at its disposal to prevent any acts of reprisal being made against a victim, a witness or any other person who provides information about an incident.

The resource person evaluates the risk with them of potential reprisals and suggests prevention measures. For example, forbidding contact between the victim and the individual in question; academic accommodations that fit into the victim's educational pathway; any other appropriate measures the case may require.

The College informs the individual in question that they must neither threaten the victim or a witness nor carry out any reprisals as these actions may be noted during the complaint process and, consequently, be taken into consideration when deciding on sanctions.

19. SANCTIONS FOR NON-COMPLIANCE WITH THIS POLICY

Sanctions for violating this Policy, in keeping with employment contracts, collective agreements, and the College's student code of conduct, are administrative or disciplinary. They are determined and applied taking into account the gravity and the repetitive nature of the breaches.

In the case of a student, sanctions may vary from a note to their file up to the termination of the educational services contract, including requiring that they attend training on sexual violence, temporary suspension, prohibition from being on the College's grounds and any other sanctions that are appropriate to the situation. In the case of a staff member, sanctions may vary from a note to their file up to termination, including requiring that they attend training on sexual violence, suspension, prohibition from being on the College's grounds and any other sanctions that are appropriate to the situation.

20. DATE THIS POLICY CAME INTO EFFECT

This Policy came into effect September 1, 2019.

21. POLICY REVIEW

Every two years, at the same time that the College prepares its annual review for the Board of Trustees, the standing committee evaluates if there is a need to review this Policy and presents

recommendations to this effect to the Office of the Director General. If it is agreed to conduct a review, the committee implements the required consultation mechanisms.

Modifications are submitted for approval to the Board of Trustees, and added to the Policy, which is then transmitted to the Minister.

The Act requires that the College reviews this Policy at least every five years.

22. ACCOUNTABILITY

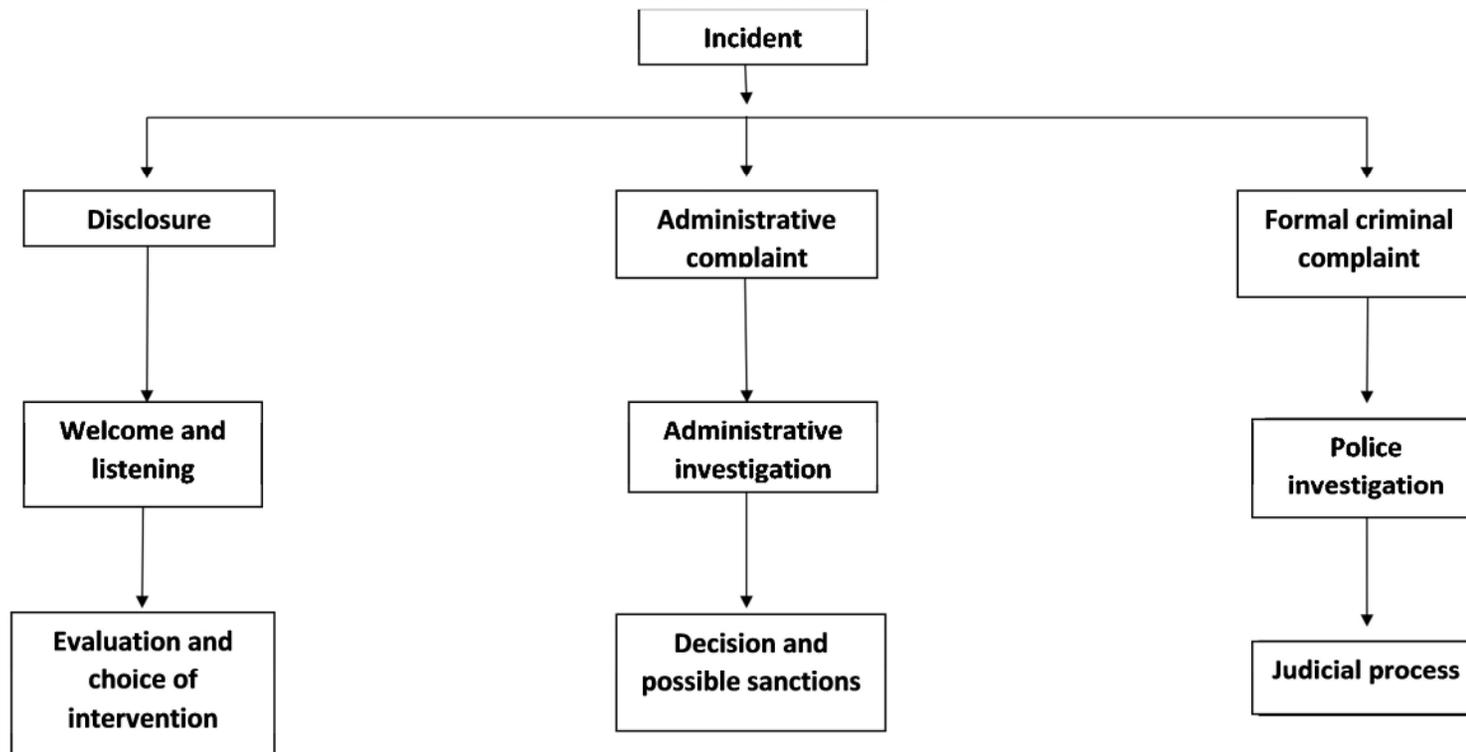
The Office of the Director General presents a yearly review of the implementation of this Policy to the Board of Trustees.

The accountability process is carried out according to the methods and criteria established by the Minister, particularly regarding prevention and awareness-raising activities, training, safety measures as well as the relevance and efficiency of the framework used during activities organized by a member of the collegiate community.

The accountability process, moreover, covers disclosure and complaints, timeframes, interventions and sanctions.

The information disclosed in the yearly review is as precise as possible, but cannot in any way compromise the confidentiality the persons involved have a right to nor contravene the legal provisions protecting personal information.

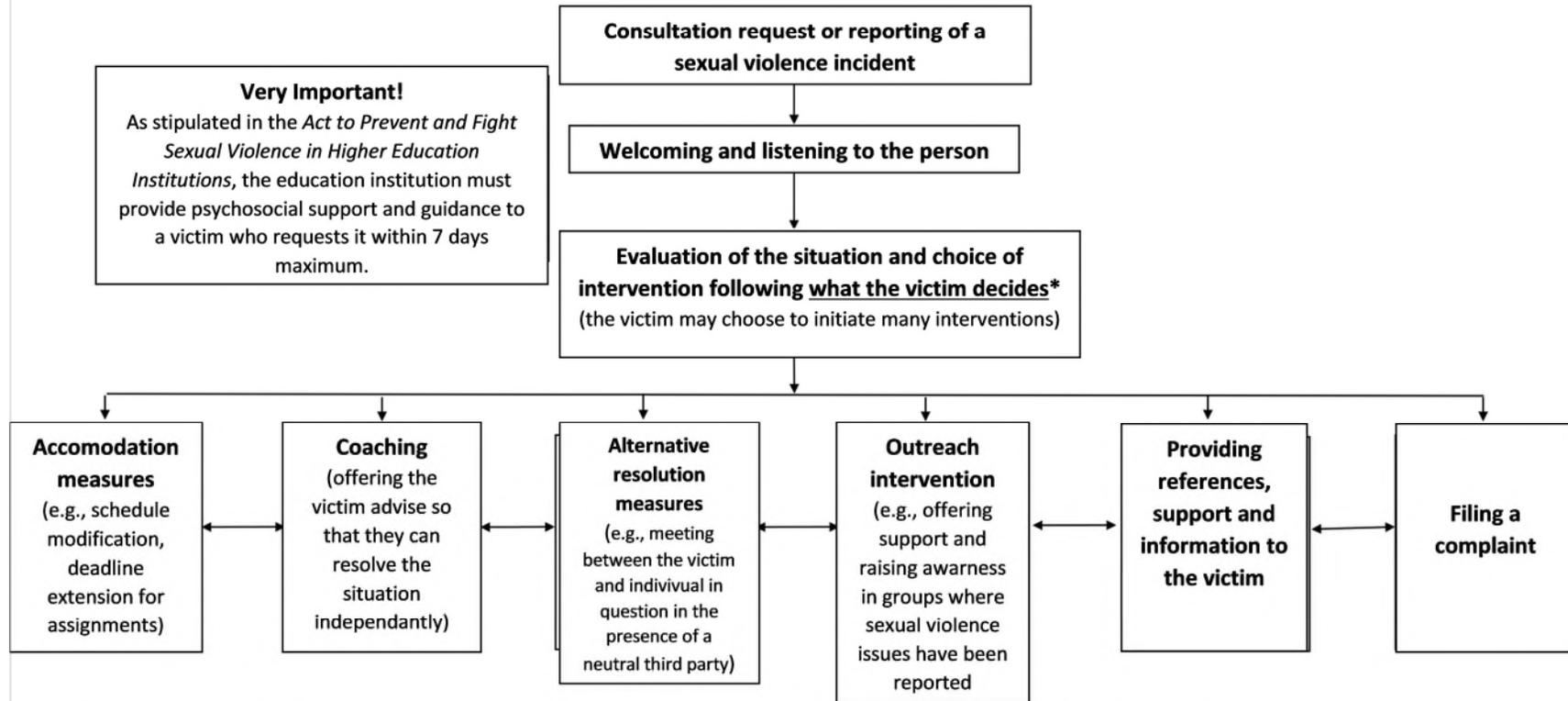
EXAMPLE OF OPTIONS* THAT ARE AVAILABLE TO A VICTIM OF SEXUAL VIOLENCE



*All the options must be offered to the victim and they are the only one to make the decision. The choice made by the victim must not preclude the possibility that they may initiate another option later or at the same time.

Adapted from Appendix 1 of the Minister’s Guide

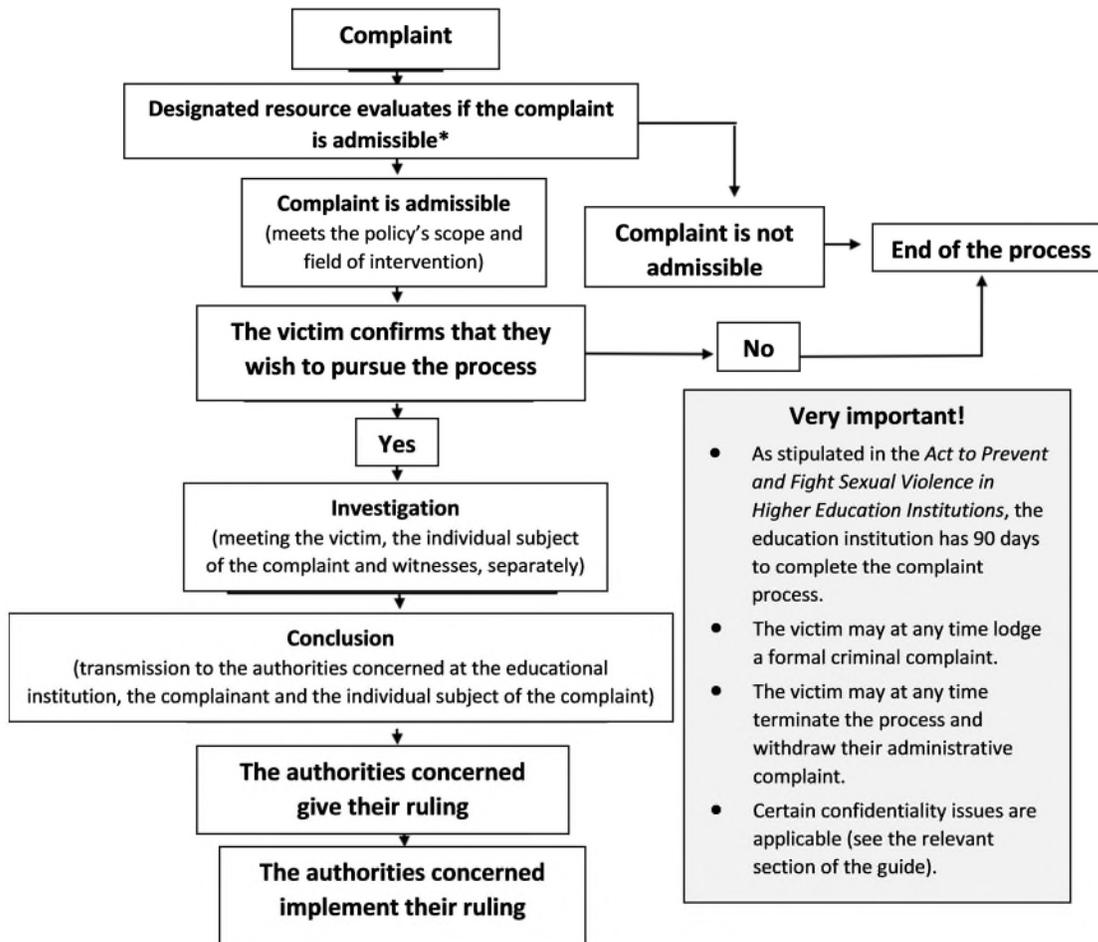
REPORTING PROCESS



This flowchart is inspired by the one presented on page 118 of the report for the Task Force on Policies and Procedures Pertaining to Sexual Harrassment and Violence (GT-PHS) titled *Sexual Harassment and Violence in the University Context*, adopted by the Board of Directors of the Bureau de la coopération interuniversitaire October 14, 2019 and available online at https://www.bci-qc.ca/wp-content/uploads/2017/04/Rapport-GT-PHS_V-ang-April-2017.pdf

Adapted from Appendix 2 of the Minister’s Guide

ADMINISTRATIVE COMPLAINT PROCESS

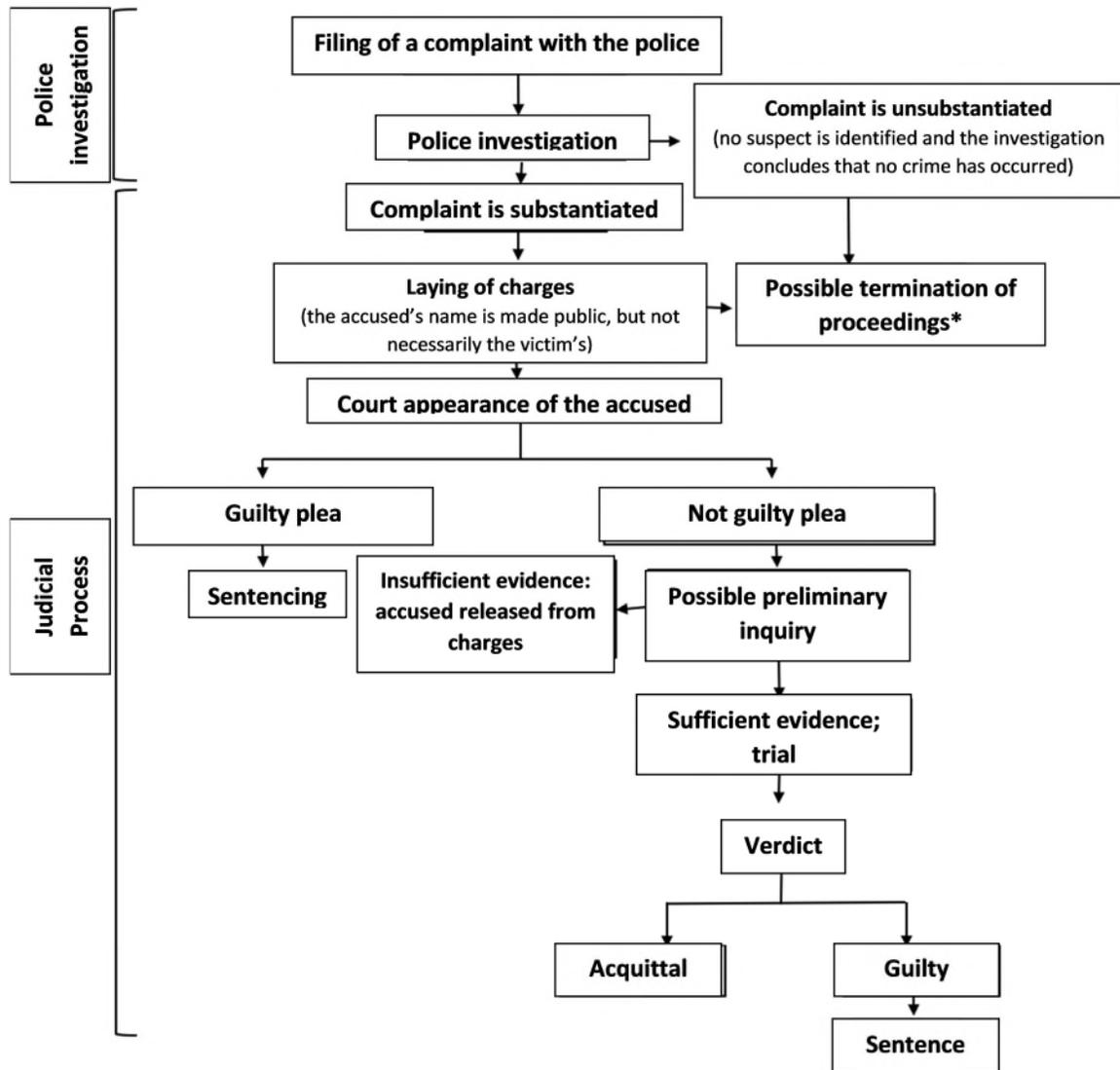


*Support measures and other intervention options must be offered to the victim whether the complaint is judged to be admissible or not.

This flowchart is inspired by the one presented on page 119 of the report for the Task Force on Policies and Procedures Pertaining to Sexual Harassment and Violence (GT-PHS) titled *Sexual Harassment and Violence in the University Context*, adopted by the Board of Directors of the Bureau de coopération interuniversitaire October 14, 2019 and available online at https://www.bci-qc.ca/wp-content/uploads/2017/04/Rapport-GT-PHS_V-ang-April-2017.pdf

Adapted from Appendix 3 of the Minister's Guide

DIAGRAM OF THE POLICE INVESTIGATION AND JUDICIAL PROCESS



*Support measures and other intervention options must be offered to the victim even if proceedings are terminated.

This diagram is inspired by the one presented on page 125 of the report for the Task Force on Policies and Procedures Pertaining to Sexual Harassment and Violence (GT-PHS) titled *Sexual Harassment and Violence in the University Context*, adopted by the Board of Directors of the Bureau de coopération interuniversitaire October 14, 2019 and available online at https://www.bci-qc.ca/wp-content/uploads/2017/04/Rapport-GT-PHS_V-ang-April-2017.pdf

Mostly inspired by Appendix 4 of the Minister’s Guide

COLLEGE RESOURCES

- **Single-Window Service**, resource person: Joannie Blanchette in room A- 2327, by email vcs@cuniversel.ca or by phone 819-503-2404, extension 2296
- **Responsible Deputy Director of Studies**: Michèle Poulin in room A-2320, by email mpoulin@cuniversel.ca or by phone 81-503-2404.
- **UQO security guards**: in room B-0120, by picking up the emergency telephones in the UQO’s hallways, or by calling 819-595-3900, extension 1639.

EXTERNAL RESOURCES

- **Centres d’aide et de lutte contre les agressions à caractère sexuel (CALACS) :**
 - o <http://www.rqcalacs.qc.ca/calacs.php> (all CALACS)
 - o **CALACS Outaouais**, P.O. Box 1872, Succ. B, Gatineau
From Monday to Friday, 8 a.m. to 5 p.m.
Telephone: 819-771-1773 of 1-888-757-7757 (toll-free)
Email: calas@bellnet.ca
 - o **CALACS Maniwaki**, P.O. Box 273, Maniwaki, J9E 3C9
From Monday to Friday, 8:30 a.m. to 4:30 p.m.
Telephone: 819-441-2111
Email: calacsmaniwaki@bellnet.ca
- **If it’s not yes, it’s no!**: general information and videos at <http://www.harcelementsexuel.ca/>
- **Partage au masculin** (Resources for men)
Telephone: 1-866-466-6379 (toll-free)
www.partageaumasculin.com
- **Outaouais Crime Victims Assistance Centre (CAVAC)**
729 St-Joseph blvd., Office 104, Gatineau
From Monday to Friday, 8:30 a.m. to 4:30 p.m.
Telephone: 819-778-3555 of 1-800-331-2311 (toll-free)
Email: info@cavacoutaouais.ca
www.cavac.qc.ca/regions/outaouais/accueil.html

- **Director of Criminal and Penal Prosecutions (DPCP) 24/7**
 - o Emergency: 1 888 933-9007 (toll-free)
 - o Information on filing a complaint with the police: 1-877-547-3727 (toll-free).

- **Centre d'intervention en abus sexuels pour la famille**
 92 Saint-Raymond blvd., Office 400-A, Gatineau, J8Y 1S7
 From Monday to Friday, 8:30 a.m. to 12 p.m. and 1 p.m. to 4:30 p.m
 Telephone: 819-595-1905 or 1-888-368-7243
 Email: info@ciasf.org
www.ciasf.org

- **Centres désignés pour les victimes d'agression sexuelle**
<http://www.harcelementsexuel.ca/centres-designes-quebec/>

Gatineau CSSS

Hull Hospital

116 Lionel-Émond blvd.
 Hull (Québec) J8Y 1W7
 819 966-6222
 Open 24-7

Papineau Hospital

Gatineau, Buckingham Sector

155 MacLaren Est Street
 Gatineau (Québec) J8L 0C2
 819 986-4115, ext. 4035
 Open 24-7

Papineau CSSS

578 MacLaren Est Street
 Gatineau (Québec) J8L 2W1
 819 986-3359
 Monday to Friday, 8:30 a.m. to 8:30 p.m.

Pontiac CSSS

Pontiac Medial Centre

200 Argue Street
 Shawville (Québec) J0X 2Y0
 819 647-2211
 Open 24-7

Gatineau Hospital

909 de La Vérendrye blvd.
 Gatineau (Québec) J8P 7H2
 819 966-6333
 Open 24-7

CSSS Vallée-de-la-Gatineau

Vallée-de-la-Gatineau Medical Centre

309 Desjardins blvd.
 Maniwaki (Québec) J9E 2E7
 819 449-4690, ext. 400
 Open 24-7

Collines CSSS

Wakefield Memorial Hospital

101 Burnside Road
 Wakefield (Québec) J0X 3G0
 819 459-2342
 Open 24-7

Mansfield CLSC

160 de la Chute Road
 Mansfield-et-Pontefract (Québec) J0X 1R0
 Tel.: 819 683-3000
 Toll-free: 1 800 567-9625

POLICE SERVICES

- **All emergencies: 911**

- **City of Gatineau Police Service (Hull Sector)**
777 de la Carrière blvd., Gatineau, J8Y 6V1
Telephone: 819-246-0222

- **City of Gatineau Police Service (Gatineau Sector)**
590 Gréber blvd., Gatineau, QC J8T 7B7
Telephone: 819-246-0222

The five (5) forms that support the implementation of this Policy are available at the Single-Window Service. They may be obtained from Joannie Blanchette in room A- 2327 and from Stéphanie Goyette in room A-2329 at the Human Resources Service.

- Disclosure
- Administrative Complaint
- Code of Conduct in a Teaching Relationship or a Relationship of Authority
- Head of Activity Commitment Form
- Confidentiality Commitment Form

Policy to Prevent and Combat Sexual Violence

The Standing Committee was formed by Universel College on May 28, 2019, in accordance to section 7 of *Act No. 151* to prevent and fight sexual violence in higher education institutions. This committee has a changing structure to ensure that it represents all stakeholders at all times.

COMMITTEE MANDATE

Under the responsibility of the Office of the Director General, the Standing Committee’s membership includes students, teachers, employees, and administrative staff members (see Appendix 7). The committee meets as necessary and at least once a year. It is responsible for the following:

- Issuing recommendations to the Office of the Director General to ensure that best practices regarding sexual violence prevention and intervention are maintained
- Suggesting and reviewing the awareness-raising, prevention and training activities that are organized
- Reviewing this Policy every five (5) years minimum
- Implementing a consultation process that allows all members of the College’s community to be consulted during policy reviews and conducting follow-ups

COMPOSITION

The following persons have been designated as members of the Standing Committee:

Director General
Deputy Director of Studies – Organization of Academics and Administration, Quality Assurance
Deputy Director of Studies – Pedagogical Development and Programs
Deputy Director of Studies – Technopedagogy
Resource Person – Single-Window Service
Head of Athletics, Activities and Student Life
Social Work Teacher and Practicum Teacher Supervisor
Social Sciences Teacher
Natural Sciences Teacher
Arts, Literature and Communications Teacher
Philosophy and Ethics Teacher
Student Representative from the technical programs, Student Association member
Student Representative from the preuniversity programs, Student Association member