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## SEXUAL VIOLENCE POLICY PLAIN LANGUAGE SUMMARY

### Policy Statement

#### *What is the policy?*

Bow Valley College (the College) will work hard to make the College a safe and positive place where everyone can work and learn without sexual violence.

Sexual violence is any kind of violence that is done to another person in a sexual way **against their will**. Sexual violence is not allowed.

The College makes these commitments about sexual violence:

- The College will teach everyone in the College about sexual violence.
- The College will work hard to prevent and handle sexual violence in the best way possible.
- The College will work hard to provide the right kind of help to anyone affected by sexual violence.
- The College will carefully investigate all reports of sexual violence.
- If a person does not follow the sexual violence policy, the College will hold this person responsible. The College will follow a fair procedure.

If something is **against your will** that means you do not want it to happen.

### Purpose

#### *What is the purpose of the policy?*

The purpose of this policy is to tell people in the College about their **rights** and **obligations** about sexual violence.

Sexual violence is a common problem in our community. Sexual violence gets in the way of learning and working experiences and prevents people from fully participating in the College environment.

Your **rights** are the things that you are guaranteed to have and the way that people must treat you.

Your **obligations** are the things you have to do, like the rules you have to follow.

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The Alberta Human Rights Act says that sexual violence can happen to anyone. It does not matter what their sex, sexual orientation, gender, gender identity, or relationship status is.

Experiencing sexual violence, may result in emotional, academic or other concerns. The College knows that sexual violence can happen in many ways, including online and through social media.

The purpose of this policy is:

- To make sure the College is free of sexual violence.
- To make sure that people who experience sexual violence are supported. This includes treating them with dignity and respect.
- To make sure the College has an effective process for investigating and responding to sexual violence, and to make sure this process is fair.

## Scope

### *Who does the policy affect?*

This policy is for everyone in the College community.

If this policy and its connected procedure are different from any other College policy or procedure, the College will follow this policy and procedure. If this policy and procedure are different from a collective agreement, the College will follow the collective agreement.

The College does not mean for this policy to be different from any law. The College wants everyone to know that they have rights. People at the College may file a complaint with the Alberta Human Rights Commission. People at the College may contact the police or a lawyer.

## Objectives

### *What are the goals of this policy?*

1. This policy helps people in the College who disclose sexual violence. The College will give these people information and support. The College will give people information about counselling and medical care supports, help to arrange academic or other accommodations, and provide information about choices for reporting sexual violence.

The **first responder** is the person at the College who first listens to you when you disclose (tell about) or report sexual violence.

2. To make sure people are believed by College **first responders** when they disclose or report. First responders should think that people who disclose or report sexual violence are telling the truth.
3. When people disclose or report sexual violence, they should be treated with compassion by College first responders. If a learner decides to make a formal report, they will have the right to choose how they would like to proceed with the report, unless the College has a legal obligation.
4. The College will tell anyone who discloses sexual violence about the College processes. They should know about the procedures even if they decide not to make a formal report to the College or to the police.
5. This policy and its connected procedure must be available to the College community, for example through the employee portal and the College website.
6. All formal reports, investigations, and responses from the College must follow this policy, procedure, collective agreements, and the law. The College will follow a fair process and will respect everyone's rights and dignity.
7. The College will make sure that any departments involved in sexual violence response will work together and have clear communication.
8. The College will support education and training about sexual violence in order to prevent and respond to sexual violence.
9. The College will create an environment where sexual violence is not accepted.
10. The College will update this policy and procedure to make sure they are effective and handle sexual violence in the best way.

## Compliance

### *Who has to follow this policy?*

Everyone at the College must know and follow all College policies and procedures.

## Definitions

**Board of Governors:** People who are on the Board of Governors make big decisions about the College. They are chosen by the Government of Alberta.

**Coercion:** When someone puts pressure on someone else to participate in sexual activity. Coercion can include emotional manipulation, threats, blackmail, or the promise of rewards.

**College Community:** Everyone at the College when they are participating in College activities. It includes all the learners, employees, elders, independent contractors, suppliers, volunteers, visitors, and members of the

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Board of Governors. It includes these people when they are at the College, using College property, or participating in College programs, activities, or business.

**College First Responder:** A College employee who is trained in sexual violence response. The First Responder is the person you speak to if you have experienced sexual violence.

**Complainant:** The person who makes a report of sexual violence. This is the person who experiences the sexual violence.

**Consent:** When someone willingly agrees and wants to participate in a specific sexual activity. A person who consents, freely and clearly agrees to the type of sexual activity and can withdraw their consent at any time. They are not forced or pressured to say yes.

**Disclose or Disclosure:** When a person tells someone that sexual violence has happened to them.

**Formal Report:** A written or spoken statement about sexual violence that has a substantial link to the College. If a learner makes a formal report, they will give it to Learner Success Services. If an employee makes a formal report, they will give it to Human Resources.

**Learner:** Someone who is a registered student at the College. A learner may be registered for credit or non-credit courses.

**Respondent:** The person identified in a formal report as the person who has allegedly committed the sexual violence and violated the policy. Allegedly means that it has not been proven.

**Sexual Assault:** When sexual activity is done to someone without their consent. Sexual assault can be done by one person or by more than one person. Sexual assault can include any unwanted or attempted sexual acts. It can include touching or penetration. It can also include force, threats, or control that makes someone feel scared, upset, or threatened. Sexual assault is a crime under the Criminal Code of Canada.

**Sexual Harassment:** Can be any unwanted sexual advances, attention, comments, jokes, gestures, sounds or actions that make a person or persons feel unsafe, uncomfortable, intimidated, or degraded in their work, studies or living environment. Sexual harassment can be many acts or just one act if it is bad enough. The person using harassing behaviours or actions should know that it is unwanted and is making someone feel uncomfortable. Sexual harassment can include:

- comments, jokes, or teasing
- showing pornography or other sexual material
- repeatedly asking someone for dates
- making sexual advances

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- leering (looking at someone in a sexual way) or making sexual gestures

**Sexual Violence:** Is any violence, physical or psychological (emotional or mental), that is done sexually to someone against their will. Sexual violence can include sexual assault, sexual harassment, stalking, indecent exposure (taking off your clothes in front of someone without their consent), voyeurism (watching someone take off their clothes or do something sexual without their consent), taking or showing someone disrespectful sexual pictures, and sharing sexual pictures or recordings of someone without their consent.

**Sexual Violence Officer:** This is an employee at Learner Success Services who is the primary contact between the College and a learner who discloses sexual violence.

**Stalking:** This is when someone repeatedly tries to contact another person against their will. Stalking makes someone feel scared about their safety or the safety of others around them. Stalking can be physical. This includes watching, following, making threatening gestures, and sending unwanted gifts. Stalking can be online. This includes continuously commenting or contacting on social media, or sending letters, text messages, emails, or phone calls. Stalking can also happen through a third person.