

SAFETY ON CAMPUS

SEXUAL VIOLENCE PREVENTION



**PORTAGE
COLLEGE**

RESPONSE TO SEXUAL VIOLENCE

IF YOU HAVE EXPERIENCED SEXUAL VIOLENCE

If you have experienced sexual violence, please call Security at 780-623-5587 or toll free 1-866-623-5551 ext. 5587 which is available 24 hours a day, 365 days of the year, to assist you by providing the resources and support you need.

It is often difficult to disclose and report incidents of sexual violence. It is entirely up to you if you choose to report the incident; however, we strongly encourage you to do so. A number of other resources are available to you, information about these resources is available on the [College Resources Website]. Anyone who has experienced sexual violence has the right to:

- be believed,
- be treated with dignity and respect,
- be informed about on- and off-campus services and resources,
- decide whether or not to access available services and to choose those services they feel will be most beneficial,
- decide whether to report to campus security and/or local police,
- have an on-campus investigation with the institution's full cooperation,
- have a safety plan, and
- have reasonable and necessary actions taken to prevent further unwanted contact with the alleged perpetrator(s).

IF YOU WOULD LIKE TO FILE A FORMAL COMPLAINT

The Security contact listed above can also assist you with filing a complaint, or;

- Individuals either directly or indirectly employed by the College, Volunteers or Visitors may contact Portage College Human Resources to file a complaint
- For Students or Student visitors, complaints may be filed with Portage College Counselling.

Individuals who have experienced sexual assault may also wish to press charges under the Criminal Code of Canada. Security staff can also assist you with contacting the local Police.

WHAT TO DO IF YOU WITNESSED SEXUAL VIOLENCE

If you witness sexual violence, please call Security at 780-623-5587 or toll free 1-866-623-5551 ext. 5587 which is available 24 hours a day, 365 days of the year, to assist you by providing all the resources and necessary support. You can also use the [College Resources Website].

If an Employee becomes aware of an allegation of sexual violence against another member of the College community, the Employee is required to immediately report the alleged incident to Portage College Human Resources or Campus Security at 780-623-5587 or toll free 1-866-623-5551 ext. 5587 which is available 24 hours a day, 365 days of the year.

WHAT TO DO IF SOMEONE DISCLOSES ALLEGATIONS OF SEXUAL VIOLENCE

A person may choose to confide in someone about an act of sexual violence, such as a student, instructor, teaching assistant, coach, or staff from residence, health, counselling or security. An individual who has experienced sexual violence may also disclose to an Employee when seeking support and/or academic accommodation. A supportive response involves:

- listening without judgement and accepting the disclosure as true;
- communicating that sexual violence is never the responsibility of the survivor;
- helping the individual identify and/or access available on- or off-campus services, including emergency medical care and counselling;

- respecting the individual's right to choose the services they feel are most appropriate and to decide whether to report to the police and/or Security at **780-623-5587** or toll free **1-866-623-5551 ext. 5587** which is available 24 hours a day, 365 days of the year
- recognizing that disclosing can be traumatic and an individual's ability to recall the events may be limited;
- respecting the individual's choices as to what and how much they disclose about their experience; and
- making every effort to respect confidentiality and anonymity.

If disclosure is made to an Employee by a Student seeking support or academic accommodation, the Employee should refer the Student to the **Portage College Counselling** and work with the **Counsellor** to ensure that the Student receives all necessary academic and other accommodations.

As indicated above, if an Employee of the College becomes aware of an allegation of sexual violence against another member of the College community, the Employee is required to report the alleged incident to **Portage College Human Resources** immediately.

COMMUNICATING WITH INDIVIDUALS WHO HAVE EXPERIENCED SEXUAL VIOLENCE

Sensitive and timely communication with individuals who have experienced sexual violence and their family members (when an individual consents to this communication) is a central part of the College's first response to sexual violence. To facilitate communication, the College will:

- ensure that designated Employees in Human Resources, Counselling and Campus Security are knowledgeable about sexual violence, are responsible for advocacy on Campus on behalf of Employees, Students or any other member of the College community who

- have experienced sexual violence;
- ensure designated Employees respond in a prompt, compassionate, and personalized fashion; and
- ensure that the person who has experienced sexual violence and the Respondent are provided with reasonable updates about the status of the College's investigation of the incident when such investigations are undertaken.

ROLES AND RESPONSIBILITIES OF THE COLLEGE COMMUNITY

While everyone on Campus has a role to play in responding to incidents of sexual violence, some College community members will have specific responsibilities which might include:

- on-campus supports to provide psychological and emotional support, assist with safety planning and make referrals to other services, including medical services;
- Employees to facilitate academic accommodations and other academic needs of those who have experienced sexual violence, e.g. extensions on assignments, continuing studies from home, and dropping courses;
- residence and campus security staff to facilitate safe living arrangements to the best of their abilities where applicable;
- human resources to assist with any incidents relating to Employees; and
- Campus security to assist with investigations and gathering evidence to implement measures to reduce sexual violence on campus, and to collaborate with local police where appropriate.
- Information about these resources is available on the College resource website [College Resources Website].

HOW WILL THE COLLEGE RESPOND TO A REPORT OF SEXUAL VIOLENCE?

Where a complaint of sexual violence has been reported to the College, the College will exercise care to protect and respect the rights of both the Complainant and the Respondent. The College understands that individuals who have experienced sexual violence may wish to control whether and how their experience will be dealt with by the police (and/or other applicable agencies) and/or the College. In most circumstances, the person will retain this control. However, in certain circumstances, the College may be required to initiate an internal investigation and/or inform the police (and/or other applicable agencies) of the need for a criminal investigation, even without the person's consent, if the College believes that the safety of other members of the College community is at risk, or as otherwise required by law. The confidentiality and anonymity of the person(s) affected will be prioritized in these circumstances.

A report of sexual assault, stalking or other act constituting a criminal offence may need to be reported to the police as required by law.

Where the Respondent is a Student

Sexual violence is a violation of the Student Code of Conduct. It is considered a serious offence and will be addressed in a manner which is consistent with other serious offences. Students who have experienced sexual violence will be advised to contact a sexual assault centre.

Where the Respondent is an Employee

Sexual violence is a violation of Workplace Violence and Workplace Harassment, Discrimination, & Bullying Policies. Allegations of sexual violence against Employees will be addressed in accordance with the procedures set out in these Guidelines/Procedures, and in any applicable collective agreement, and/or other College policies.

Employees who have experienced sexual violence will be advised to consult a health professional of the Employee's choice for treatment or referral if the Employee (a) reports an injury or adverse symptom resulting from workplace violence, or (b) is exposed to workplace violence.

Where the Respondent is not a Student or Employee

Contractors, suppliers, Volunteers or Visitors who attend on Campus will be subject to complaints if they engage. Where a complaint against the Respondent is substantiated, the College will take appropriate action.

All contractual relationships entered into by the College will be governed by a standard contract compliance clause stating that Contractors must comply with these Guidelines/Procedures and the Alberta Human Rights Act, including co-operating in investigations. Breach of the clause may result in penalties, cancellation, or other sanctions.

Multiple Proceedings

Where criminal, civil and/or other legal proceedings are commenced in respect of the allegations of sexual violence, the College shall conduct its own independent investigation into such allegations, and will make its own determination in accordance with its policies and procedures. Where there is an ongoing criminal (or other agency) investigation, the College will cooperate as required.

SEXUAL ASSAULT CENTERS (ALBERTA)

Region in Alberta	Sexual Assault Centre	24-hr Crisis Line	Office Phone
All Regions	Victim Services	911	780-623-7770 (LLB)
Bonnyville	Dragonfly Sexual Assault Services thedragonflycentre.com/		780-815-4456
Calgary	Calgary Sexual Assault Response Team Sheldon M Chumir Health Centre 1213 4th Street SW albertahealthservices.ca/info/service.aspx?id=1962		403-955-6030
Cold Lake	Portage College Counselling Services		780-639-0030
Cold Lake	Victim Services		780-594-3301
Cold Lake	Dragonfly Sexual Assault Centre thedragonflycentre.com/		780-815-4456
Cold Lake	Dr. Margaret Savage Crisis Centre – Helpline	780-594-0533	780-594-5095
Edmonton	U of A Sexual Assault Centre		780-492-9771
Edmonton	Sexual Assault Centre of Edmonton sace.ab.ca/	1-780-423-4121	780-423-4102
Edmonton	Edmonton Counselling Services		780-482-6215
Frog Lake	Wellness Centre (Judy Malone)		780-943-3777
Ft. MacMurray	Waypoints: Sexual Assault Program fmfcs.com/	1-780-791-6708	780-743-4691 ext. 231 or 232
Grande Prairie	Pace, Grand Prairie & Area's Community Support pacecentre.ca	1-888-377-3223	780-539-6692
Lac La Biche	Hope Haven Women's Shelter	1-866-727-4673	780-623-3100
Lac La Biche	Mental Health Services		780-623-5230
Lethbridge	Sexual Violence Action Committee svaclethbridge.org/	YMCA 1-403-320-1881	403-327-5724
Lloydminster	Lloydminster Sexual Assault lloydminstersexualassault.com/	1-306-825-8255	306-825-8255
Medicine Hat	Phoenix House mhsarc.com/	1-800-661-7949	403-548-2717
North-East Region	Dragonfly Cousselling & Support Centre	1-866-594-0533	
Red Deer	Central AB Sexual Centre Support casasc.ca/	1-866-956-1099	403-340-1124
Saddle Lake	Health and Wellness Centre		780-726-3930
Sherwood Park	Saffron Centre saffroncentre.com/	1-888-416-7722	780-449-0900
St. Paul	Community Counselling Services		780-645-3331
St. Paul	Women's Shelter Columbus House of Hope	780-645-5195	780-645-5132
Stettler	Association for Communities Against Abuse againstabuse.ca/	1-866-807-3558	403-742-3558

