

# **Pet Grooming Studio Academy Sexual Assault and Sexual Violence Protocol**

Protocol effective as of June 1, 2025

Due for revision on June 1, 2028

The Pet Grooming Studio Academy (hereafter referred to as "the School") is committed to the elimination of sexual assault and sexual violence to all members of the school community. All members of the School community have a right to study, work and live in an environment that is free from any form of sexual assault and sexual violence. This protocol and related procedures set out the manner in which the School addresses sexual assault and sexual violence.

## **1. If You Have Experienced or Been Affected by Sexual Violence**

If you have experienced, witnessed or have been affected by sexual violence and require support and accommodation please inform:

- Instructors or Director – Students and Employees

If you wish to file a report you can call the police at 911.

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.

Anyone who has been affected by sexual violence has the right to:

- be treated with dignity and respect;
- be believed;
- 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).

## **2. If You Would like to File or Initiate a Complaint**

Please note that you are not required to file a formal complaint to obtain supports, services, or appropriate accommodation from the School.

Instructors can assist you with filing a complaint. If the alleged perpetrator is another member of the School community, you may file a complaint under this Policy.

Individuals who have experienced sexual violence may also wish to press charges under the Criminal Code. School Instructors can also assist you with contacting the local police.

### **3. What to Do if You Witness Sexual Violence**

If you have witnessed sexual violence, please call the Pet Grooming Studio Academy and they will assist you by providing all the resources and necessary support. If you want to speak to someone directly, please inform an Instructor.

A number of other resources are available to you, including:

- Good2Talk 1.866.925.5454
- Call police or emergency services

Faculty, guests, other employees, and contractors have a duty to immediately report all incidents and suspected incidents of sexual violence to the School.

Students are strongly encouraged to report incidents of sexual violence, but do not need to report incidents of sexual violence to obtain supports, services, or accommodation from the School.

All members of the School community who have witnessed sexual violence have a duty to cooperate with a investigation.

### **4. 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, staff or a guest speaker. An individual who has experienced sexual violence may also disclose to staff or faculty members when seeking support and/or academic accommodation. A supportive response involves:

- listening without judgment and accepting the disclosure as true;
- communicating that sexual violence is never the responsibility of the survivor;
- helping the survivor identify and/or access available on- or off-campus services, including emergency medical care and counselling;
- respecting the survivor's right to choose the services they feel are most appropriate and to decide whether to report to the police;
- recognizing that disclosing can be traumatic and a survivor's ability to recall the events may be limited;
- respecting the survivor'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 faculty or staff by a student seeking support or academic accommodation, the faculty or staff should refer the student to instructor Mika Suzuki to ensure that the student receives all necessary academic and other accommodation.

As indicated above, if faculty or staff of the School becomes aware of an allegation of sexual violence against another member of the School community, the faculty or staff is required to report the alleged incident to the School Director immediately.

## **5. Communicating with Individuals who have Experienced or been affected by 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 School's first response to sexual violence. To facilitate communication Pet Grooming Studio Academy will:

- ensure that designated instructor who is knowledgeable about sexual violence and are responsible for advocacy on campus for persons who have experienced sexual violence, are made aware of the incident;
- ensure designated instructor respond in a prompt, compassionate, and personalized fashion;
- ensure that the complainant and the respondent are provided with reasonable updates about the status of the School's investigation of the incident when such investigations are undertaken.

## **6. How Will Pet Grooming Studio Academy Respond to a Report of Sexual Violence?**

Where a complaint of sexual violence has been reported to the School, Pet Grooming Studio Academy will exercise care to protect and respect the rights of both the complainant and the respondent. The School 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 the School. In most circumstances, the person will retain this control. A person who has experienced sexual violence may choose not to request an investigation and has the right not to participate in any investigation that may occur.

In certain circumstances, however, Pet Grooming Studio Academy may be required to initiate an internal investigation and/or inform the police of the need for a criminal investigation, even without the survivor's consent, if the School believes that the safety of other members of the School community is at risk. The confidentiality and anonymity of the person(s) affected will be prioritized in these circumstances.

A report of sexual violence may also be referred to the police or to other community resources, at the complainant's request, where the person(s) involved are not members of the School community, or otherwise where appropriate in circumstances where Pet Grooming Studio Academy is unable to initiate an internal investigation under this Policy.

### **7.1. Where the Respondent is a Student**

Pet Grooming Studio Academy adheres to the following in investigating and making decisions about formal complaints. If an entitlement set out below conflicts with something set out in another School policy, the entitlement set out below shall prevail.

The Head Instructor is responsible for the intake, investigation, and decision making on a report of sexual violence. The School may also decide to use an external investigator when appropriate in the circumstances. It is considered a serious offence and will be addressed in a manner which is consistent with other serious offences.

As set out in the Student complaints Procedure, appeals of student violations may be pursued based on limited grounds and are heard by the School Director.

### **7.2 Where the Respondent is an Employee**

The perpetration of sexual violence is a violation of an employee's duty to their employer. Such misconduct may also violate one of the School's agreements. Head Instructor is responsible for the intake, investigation, and decision-making on a report of sexual violence. The School may also decide to use an external investigator when appropriate in the circumstances. Allegations against employees will be addressed in accordance with the Sexual Assault and Sexual Violence Policy and this protocol.

There is no formal appeal process for employee violations, though the School employees who may file a grievance with the School Director.

### **7.3 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 in prohibited conduct.

All contractual relationships entered into by the School will be governed by a standard contract compliance clause stating that contractors must comply with this Policy and the Ontario Human Rights Code, including co-operating in investigations. The School may also decide to use an external investigator when appropriate in the circumstances.

There is no formal appeal process for supplier, volunteer, contractor, or visitor violations.

### **7.4 Multiple Proceedings**

Where criminal and/or civil proceedings are commenced in respect of the allegations of sexual violence, the School 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 investigation, the School will cooperate with the local police.

### **7.5 Procedural Fairness**

Except as otherwise stated in this Protocol, Pet Grooming Studio Academy provides those whose rights, privileges, or interests may be affected by a decision with notice of the decision to be made, disclosure of facts relevant to the decision, and an opportunity to be heard. The School may decide how it meets these obligations in different circumstances and will do so with a view to providing a fair process, making a sound decision, and preserving the dignity of survivors. The

School has the right to withhold disclosure early on in its process to obtain a person's independent recollection of events.

## **7.6 Support and Representation**

Complainants and respondents may attend meetings with a single (non-participating) support person. The School considers requests to attend meetings with additional support persons and with legal or other representation on a case-by-case basis with a view to promoting a fair and expeditious process. The School may question and expect direct answers from an individual who is represented.

## **7.7 Interim Measures**

The rights and privileges of a respondent may be restricted by the School before it makes a final determination about the alleged misconduct. For example, a respondent may be restricted from entering the campus, and restricted from attending class. An employee respondent may be temporarily removed from the workplace.

Such interim measures will be imposed only as necessary to meet the needs of complainants and persons who report incidents of sexual violence. The School will also take steps to minimize the impact of these measures on respondents.

Interim measures are not punishment and do not represent a finding of misconduct. Pet Grooming Studio Academy may impose interim measures immediately without a hearing. Respondents may ask the School to review a decision to impose interim measures, but only to address the impact of the imposed measure and the preference for other alternatives.

## **7.8 Outcomes**

Pet Grooming Studio Academy will determine, based on its investigation, what happened and whether it constitutes sexual violence or another form of misconduct. If the School finds there has been misconduct it will determine the appropriate sanction. Students may face discipline, up to and including expulsion. Employees may face discipline, up to and including discharge. Contractors, suppliers, volunteers, and visitors may face penalties, cancellation of contracts, and other sanctions. The School may also impose non-punitive measures such as:

- No contact orders
- Alternative academic arrangements
- Offers of Internal/External Services
  - Counselling
  - Advising

## **7.9 Written Decision**

Pet Grooming Studio Academy will inform the complainant(s) and respondent(s) of its investigation findings in writing. The written decision summary will include a brief description of any corrective action that the School has taken or will take as a result of its investigation.

## **8. Other Resources and Supports Available to You**

To talk to someone:

Call a distress line: 416.408.4357 (HELP) TTY: 416.408.0007

For emergency shelters and the closest free meal:

416.392.3777 or toll free 1.866.392.3777

If you experience thoughts of suicide:

Go to your closest hospital emergency department

Call a distress line: 416.408.4357 (HELP), TTY: 416.408.0007

For immediate medical advice:

Call Telehealth: 1.866.797.0000, TTY: 1.866.797.0007

For sexual assault/violence:

Assaulted Women's Helpline 416-863-0511; 1-866-863-0511

Toronto Rape Crisis Centre: 416-597-8808

Women's Support Network of York Region: 905-895-7313

Male Survivors of Sexual Abuse Provincial Crisis and Support Line Toll Free: 1-866-887-0015

For mental health:

Gerstein Centre: 416-929-5200

For child protection:

Children's Aid society of Toronto 416-924-4646

Emergency Shelter:

Yellow Brick House 905-727-1944

York Region Emergency Central Intake 1-877-464-9675 ext. 76140