



SOUTHWEST FIRE ACADEMY

POLICY-600-001
Rev.004

POLICY

SECTION: 600 - Procedures

TITLE: Sexual Violence and Harassment Policy

Date Approved:

June 1, 2015

Current Revision Date:

June 26, 2026

Subject:

Policy Intent and Application

Scope:

This Policy applies to all employee's and students of Southwest Fire Academy

Purpose:

SFA has zero tolerance for sexual violence or harassment. All students, staff, and faculty have the right to learn and work in a safe and respectful environment.

SFA will treat all individuals who disclose or report incidents of sexual violence with dignity and respect, regardless of whether they choose to formally report the incident. Support, accommodation, and resources will be provided as appropriate.

The Academy is committed to raising awareness among students, faculty, and staff through education and communication of this policy.

Definitions:

Sexual violence and harassment include any sexual act or act targeting a person's sexuality—whether physical or psychological in nature—that is committed, threatened, or attempted without consent. This includes but is not limited to:

- Sexual assault
- Sexual harassment
- Stalking
- Indecent exposure
- Voyeurism
- Sexual exploitation
- Threats of sexual violence

Consent means the voluntary and informed agreement to engage in a sexual act. Consent must be active, ongoing, and can be withdrawn at any time. Silence or lack of resistance does not constitute consent.

Procedures:

Reporting and Responding

Anyone who experiences, witnesses, or becomes aware of sexual violence or harassment involving a student is encouraged to report the incident to the **Director of Academic Operations** as soon as possible.

SFA will take all reasonable steps to protect the confidentiality of all individuals involved, subject to legal obligations or concerns for community safety. Information will only be shared on a need-to-know basis.

SFA recognizes the survivor's right to decide how to proceed. However, in situations where there is a perceived risk to others, SFA may be required to initiate an internal investigation or notify law enforcement without the survivor's consent.

Support for Survivors

SFA is committed to supporting individuals who experience sexual violence or harassment. This may include:

- Assistance in accessing counselling or medical services
- Academic accommodations or schedule adjustments
- Information about reporting options (internal and external)
- Help with safety planning

No student will be asked to repeat their disclosure unnecessarily, and all interactions will be handled with sensitivity and respect.

Investigation Process

A formal complaint must be submitted in writing to the Director of Academic Operations. Upon receipt, an investigation will be initiated, including:

1. Assessing whether the incident should be reported to police
2. Meeting with the complainant to gather details (date, time, individuals involved, witnesses, and a description of what occurred)
3. Interviewing the complainant, respondent, witnesses, and others with relevant information
4. Informing the respondent of the allegations and giving them an opportunity to respond
5. Providing regular updates to both parties about the progress of the investigation
6. Determining appropriate disciplinary action, if warranted

Disciplinary Measures

If it is determined that a student or staff member has engaged in sexual violence or harassment, SFA will take immediate disciplinary action, up to and including:

- Expulsion (for students)
- Termination of employment (for instructors or staff)

Where criminal charges are involved, SFA will cooperate fully with police and legal authorities. SFA may also conduct its own internal investigation independent of any criminal or civil proceedings.

False Complaints

Submitting a false complaint or providing false information with malicious intent is a violation of this policy. Individuals who do so may be subject to disciplinary action, including expulsion or termination.

Protection from Retaliation

Retaliation or threats of retaliation against anyone who, in good faith, discloses or reports sexual violence, participates in an investigation, or provides relevant information is strictly prohibited. Reprisals will result in disciplinary action.

Review

This policy will be reviewed at least once every **three (3) years**, or more frequently if required by legislative changes or organizational needs.

References:

1. Section 21 Guidance Notes
2. Ministry of Colleges and Universities
3. **Assaulted Women's Helpline**
Toll Free: 1-866-863-0511
#SAFE (#7233) on Bell, Rogers, Fido or Telus mobile
TTY: 416-364-8762
4. **Simcoe / Haldimand & Norfolk Women's Service**
Crisis: 1-800-265-8076
TTY: 1-800-815-6419
Office: 519-426-8048