

# Toronto Institute for Contemporary Psychoanalysis

427 Vaughan Road, Toronto, M6X 2P1

Phone: 416.288.8060

[admin@ticp.on.ca](mailto:admin@ticp.on.ca)

## Career College Sexual Violence Policy

### DESCRIPTION

The Three-Year Psychoanalytic Psychotherapy Diploma Program conducts business in 427 Vaughan Road, Toronto, ON

### 1. POLICY

- 1.1 The Three-Year Psychoanalytic Psychotherapy Diploma Program takes a position of Zero Tolerance with regard to workplace violence. No worker/student under any circumstances is allowed to exhibit violent behaviour towards others, including but not limited to employees, clients, customers, consultants, faculty, students, administration, service providers or any other third parties that are interacted with through the course of work/study for The Program.
- 1.2 Should an employee/student/faculty perpetrate an act of workplace violence, The Program will exercise measures in response to that employee's/student's/faculty member's behaviour, up to and including termination.
- 1.3 The Three-Year Program will implement an Ethics Committee to reduce and respond to incidents of Workplace Violence with the objective of promoting a safe and secure educational environment for all employees/students/faculty.

### 2. DEFINITIONS

The Three-Year Psychoanalytic Psychotherapy Diploma Program defines Workplace Violence as:

- 2.1 the exercise of physical force by a person against a worker/student in a workplace that causes or could cause physical injury to the worker/student
- 2.2 an attempt to exercise physical force against a worker/student in a workplace that could cause physical injury to the worker/student
- 2.3 a statement or behaviour that is reasonable for a worker/student to interpret as a threat to exercise physical force against the worker/student, in a workplace, that could cause physical injury to the worker/student
- 2.4 The Program defines domestic violence as the expression of physical force, an attempt to exercise physical force, or a threat to exercise physical force, that could cause physical injury and is perpetrated by one or more family members or significant other against one or more family members or significant other.
- 2.5 Acts of Violence can include but are not limited to:
  - Pushing, Shoving
  - Punching
  - Throwing an object at someone
  - Pushing an object into someone
  - Cutting
  - Shooting
  - Biting and Scratching
  - Tripping others deliberately
  - Attempts to do physical harm
  - Verbal threats with intent to cause physical harm

### **3. PROCESS**

The Program will respond to incidents of violence by:

- 3.1 The Ethics Committee or an external investigator conducts a thorough investigation through the following steps:
- 3.2 Informs senior leadership that an investigation is taking place.
- 3.3 Contacts all the necessary authorities regarding the incident (police, Ministry of Labour).
- 3.4 Consults legal counsel for guidance as needed.
- 3.5 Conducts interviews with complainants, accused and witnesses to obtain Incident Reports.
- 3.6 Compiles all previous records of violence by the accused.
- 3.7 Compiles police reports, if applicable.
- 3.8 Compiles reports of the complainant.
- 3.9 Compiles Statements and Response from the Accused.
- 3.10 Reviews all documentation.
- 3.11 Engages in a consensus decision-making process where applicable.
- 3.12 Makes a decision and/or recommendations regarding the accused and/or the incident.
- 3.13 Shares decision with Senior Leadership, HR, Legal Counsel where applicable, who will determine final actions.

### **4. RESPONSE**

- 4.1 Inform the complainant of the judgement, options and next steps.
- 4.2 Inform accused of the judgement, support options and next steps.
- 4.3 Explain actions coming from the judgement to all relevant employees.
- 4.4 Employees/students who, with good intentions, provide information about actions they believe to be threatening or potentially violent will not be subject to disciplinary actions should an investigation prove their report to be unsubstantiated.
- 4.5 Employees/students who are found to have maliciously and/or intentionally wrongfully accused an individual of workplace violence may be subject to disciplinary action up to and including termination.
- 4.6 Employees who are found to be at risk of engaging in violent conduct or who have engaged in violent conduct may be subject to discipline, suspension or dismissal.

### **5. REPORTING AN INCIDENT**

- 5.1 If students, in good faith, report an incident of, or make a complaint about, sexual violence, they will not be subject to discipline or sanctions for violations of the private career college's policies relating to drug or alcohol use at the time the alleged sexual violence occurred
- 5.2 Students who disclose their experience of sexual violence through reporting an incident of, making a complaint about, or accessing supports and services for sexual violence, will not be asked irrelevant questions during the investigation process by program staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history.

## **Appendix 1**

- (a) The following represents a list of Provincial Rape Crisis Centers that could be provided as resources:
- (b) **Canadian Association of Sexual Assault Centres**, Ontario Provincial
- (c)
- (d) English
- (e) Assaulted Women's Helpline Toll Free: 1-866-863-0511
- (f) #SAFE (#7233) on Bell, Rogers, Fido or Telus mobile TTY: 416-364-8762
- (g) [www.awhl.org](http://www.awhl.org)
- (h) Français
- (i) Fem'aide
- (j) Telephone Toll-Free: 1-877-336-2433
- (k) ATS: 1 866 860-7082
- (l) [www.femaide.ca](http://www.femaide.ca)

### **Sexual Assault/Domestic Violence Treatment Centres**

- (m) 35 [hospital-based centres that provide 24/7](#) emergency care to women. To locate the Sexual Assault/Domestic Violence Treatment Centre nearest you, follow [this link](#).

### **(n) Alliston, Barrie, Collingwood, Midland and Orillia**

- (o) Huronia Transition Homes operates La Maison Rosewood Shelter (Midland) & Athena's Sexual Assault Counselling and Advocacy Centre
- (p) 24-Hour Crisis Line:
  - (q) Barrie: 705-737-2008 or 1-800-987-0799
  - (r) Midland: 705-526-4211 or 1-800-461-175
- (s) Office: 705-526-3221
- (t) [www.huroniatransitionhomes.ca](http://www.huroniatransitionhomes.ca)

### **(u) Belleville**

- (v) Sexual Assault Centre for Quinte and District Toll-Free: 1-877-544-6424
- (w) Office: 613-967-6300
- (x) [www.sacqd.com](http://www.sacqd.com)

### **(y) Bracebridge**

- (z) Muskoka/Parry Sound Sexual Assault Services
- (aa) Parry Sound District Office:
  - (bb) Office: (705) 774-9083 or 1-877-851-6662
- (cc) Muskoka District Office:
  - (dd) Office: (705) 646-2122 or 1-877-406-1268
- (ee) [www.daphnewymn.com](http://www.daphnewymn.com)

### **(ff) Brantford**

- (gg) Sexual Assault Centre of Brantford Crisis: 519-751-3471
- (hh) Office: 519-751-1164
- (ii) [sexualassaultcentre@sacbrant.ca](mailto:sexualassaultcentre@sacbrant.ca)
- (jj) <http://sacbrant.ca/>

### **(kk)**

### **(ll) Brockville**

- (mm) Assault Response & Care Centre

(nn) Office: (613) 345-3881 or 1-800-567-7415

(oo) [arcc@bgh-on.ca](mailto:arcc@bgh-on.ca)

(pp) [www.arc-c.ca](http://www.arc-c.ca)

(qq)

**(rr) Chatham**

(ss) Chatham-Kent Sexual Assault Crisis  
Centre 24-Hour Crisis Line: 519-354-8688  
Office/TTY: 519-354-8908

(tt) <http://cksacc.org/>

**(uu) Cornwall**

(vv) Sexual Assault Support Services for  
Women Office: 613-932-1755

(ww) <http://sassforwomen.ca/>

(xx) Iethinisten:ha Women's Shelter  
Akwasasne Family Violence  
Program 24-Hour Crisis: 1-800-  
480-4208

(yy) Phone: 613-937-4322

(zz) [www.akwasasne.ca/iethinistenha-women's-shelter](http://www.akwasasne.ca/iethinistenha-women's-shelter)

**(aaa) Durham Region**

(bbb) Durham Rape Crisis  
Centre Crisis: 905-668-9200

(ccc) Office: 905-444.9672

(ddd) [info@drcc.ca](mailto:info@drcc.ca)

(eee) [www.drcc.ca](http://www.drcc.ca)

**(fff) Eganville**

(ggg) Women's Sexual Assault Centre of Renfrew  
County 24-Hour Crisis: 1-800-663-3060

(hhh) Office: 613-735-5551

(iii) [www.wsac.ca](http://www.wsac.ca)

**(jjj) Guelph**

(kkk) Guelph-Wellington Women in Crisis  
Crisis: 519-836-5710

(lll) 1-800-265-7233

(mmm) Office: 519-823-5806

(nnn) [www.gwwomenincrisis.org](http://www.gwwomenincrisis.org)

**(ooo) Hamilton**

(ppp) Sexual Assault Centre (Hamilton and  
Area) Crisis: (905) 525-4162

(qqq) Office (905) 525-4573

(rrr) TTY: 905-525-4592

(sss) [www.sacha.ca](http://www.sacha.ca)

**(ttt) Kenora**

(uuu) Kenora Sexual Assault Centre

(vvv) Crisis: (807) 468-7233 or 1-800-565-6161

(www) Office: (807) 468-7958

(xxx) [www.kenoralsexualassaultcentre.com](http://www.kenoralsexualassaultcentre.com)

**(yyy) Kingston**

(zzz) Sexual Assault Centre Kingston

(aaaa) Crisis: 613-544-6424 or 1-877-544-6424  
(bbbb) Office: 613-545-0762  
(cccc) [sack@sackingston.com](mailto:sack@sackingston.com)  
(dddd) [www.sackingston.com](http://www.sackingston.com)

**(eeee) Kitchener-Waterloo**

(ffff) Sexual Assault Support Centre of Waterloo  
Region Crisis: 519.741.8633  
(gggg) Office: 519.571.0121  
(hhhh) [info@sascwr.org](mailto:info@sascwr.org)  
(iiii) [www.kwsasc.org](http://www.kwsasc.org)

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**(kkkk) London**

(llll) Sexual Assault Centre  
London Crisis: 519-438-  
2272  
(mmmm) Office 519-439-0844  
(nnnn) TTY: 519-439-0690  
(oooo) [sacl@sacl.ca](mailto:sacl@sacl.ca)  
(pppp) [www.sacl.ca](http://www.sacl.ca)

(qqqq) London Abused Women's  
Centre Office: 519-432-2204  
(rrrr) E-Mail: [info@lawc.on.ca](mailto:info@lawc.on.ca)  
(ssss) <http://lawc.on.ca/>

**(tttt) Peel Region**

(uuuu) Hope 24/7 (formerly the Sexual Assault/Rape Crisis  
Centre of Peel) Crisis:1-800-810-0180  
(vvvv) Office: (905) 792-0821  
(wwww) <http://hope247.ca/>

**(xxxx) Newmarket**

(yyyy) Women's Support Network of  
York Region Crisis: 1-800-263-  
6734 or 905-895-6734  
(zzzz) Office: (905) 895-3646  
(aaaa) [www.womenssupportnetwork.ca](http://www.womenssupportnetwork.ca)

**(bbbbb) North Bay**

(cccc) Amelia Rising Women's Sexual Assault Centre of Nipissing/centre d'agressions sexuelles  
de Nipissing  
(ddddd) Crisis: 705-476-3355  
(eeee) Office: 705-840-2403  
(ffff) TTY: (705) 840-5877  
(ggggg) [info@ameliarising.ca](mailto:info@ameliarising.ca)  
(hhhhh) [www.ameliarising.ca](http://www.ameliarising.ca)

**(iiiiii) Oakville**

(jjjjj) Sexual Assault & Violence Intervention Services of  
Halton Crisis: 905-875-1555 or 1-877-268-8416  
(kkkkk) Office: 905-825-3622  
(lllll) [www.savisofhalton.org](http://www.savisofhalton.org)

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**(ooooo) Orangeville**

(ppppp) Family Transition Place

(qqqqq) Crisis: 1-800-265-9178  
(rrrrr) Office: 519-942-4122  
(sssss) [www.familytransitionplace.ca](http://www.familytransitionplace.ca)

**(ttttt) Ottawa**

(uuuuu) Sexual Assault  
Support Centre Crisis: 613-234-  
2266

(vvvvv) Phone: 613-725-2160  
(wwwww) TTY: 613-725-1657  
(xxxxx) [info@sascottawa.com](mailto:info@sascottawa.com)  
(yyyyy) <http://sascottawa.com>

(zzzzz) Ottawa Rape Crisis  
Centre Crisis: 613-562-  
2333

(aaaaa) Office: 613-562-2334  
(bbbbb) <http://orcc.net/>

(ccccc) **Peterborough &  
Kawartha** Kawartha Sexual  
Assault Centre

(ddddd) Crisis: (705) 741- 0260 or 1-866-298-7778  
(eeeee) Office/TTY: (705) 741-0260  
(fffff) [www.kawarthasexualassaultcentre.com](http://www.kawarthasexualassaultcentre.com)

(ggggg) YWCA  
Peterborough Haliburton  
Crisis: 1-800-461-7656

(iiiiii) Office: 705.743.3526 x 130  
(jjjjj) [www.ywcapeterborough.org](http://www.ywcapeterborough.org)

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**(lllll) Sault Ste Marie**

(mmmmm) Women in Crisis (Algoma) Inc.  
(nnnnn) Crisis: 705-759-1230 or 1-877-759-1230  
(ooooo) [www.womenincrisis.ca](http://www.womenincrisis.ca)

**(pppppp) Sarnia-Lambton**

(qqqqqq) Sexual Assault Survivors Centre  
Sarnia-Lambton Crisis: 519 337-3320 or 1-  
888-231-0536

(rrrrrr) Office: (519) 337-3154  
(ssssss) [www.sexualassaultsarnia.on.ca](http://www.sexualassaultsarnia.on.ca)

**(tttttt) Simcoe**

(uuuuuu) Haldimand & Norfolk  
Women's Service Crisis: 1-800-265-  
8076

(vvvvvv) TTY: 1-800-815-6419  
(wwwwww) Office: 519-426-8048  
(xxxxxx) [hnws@hnws.on.ca](mailto:hnws@hnws.on.ca)  
(yyyyyy) [www.hnws.on.ca](http://www.hnws.on.ca)

**(zzzzzz) St. Catherines**

(aaaaaaa) Niagara Region Sexual  
Assault Centre Crisis: (905) 682-4584  
(bbbbbbb) Office: (905) 682-7258

(cccccc) [carsa@sexualassaultniagara.org](mailto:carsa@sexualassaultniagara.org)  
(ddddddd) <http://sexualassaultniagara.org/>

**(eeeeeee) Thunder Bay**

(ffffff) Thunder Bay Sexual Assault and Sexual Abuse Crisis and Counselling Centre  
(ggggggg) Office: (807) 345-0894 or 1-866-311-5927  
(hhhhhhh) [tbcounselling@tbsasa.org](mailto:tbcounselling@tbsasa.org)  
(iiiiiii) [www.tbsasa.org](http://www.tbsasa.org)

**(jjjjjjj) Timmins**

(kkkkkkk) Timmins and Area Women  
in Crisis Crisis: 1-877-268-8380  
(sexual assault) Crisis: 1-855-827-  
7233 (shelter)  
(lllllll) Office: (705) 268-8381  
(mmmmmmm) [info@tawc.ca](mailto:info@tawc.ca)  
(nnnnnnn) <http://www.tawc.ca/>

**(oooooooo) Toronto**

(ppppppp) Oasis Centre  
des Femmes  
Téléphone: 416-591-  
6565  
(qqqqqqq) Courriel: [services@oasisfemmes.org](mailto:services@oasisfemmes.org)  
(rrrrrrr) <http://oasisfemmes.org/>  
(sssssss)  
(ttttttt) Toronto Rape Crisis Centre: Multicultural Women Against  
Rape Crisis: 416-597-8808  
(uuuuuuu) Office: 416-597-1171  
(vvvvvvv) [info@trccmwar.ca](mailto:info@trccmwar.ca)  
(wwwwwww) [crisis@trccmwar.ca](mailto:crisis@trccmwar.ca)  
(xxxxxxx) [www.trccmwar.ca](http://www.trccmwar.ca)

**(yyyyyyy) Windsor**

(zzzzzzz) Sexual Assault Crisis Centre of  
Essex County Crisis: 519-253-9667  
(aaaaaaaa) [www.saccwindsor.net](http://www.saccwindsor.net)

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**(ccccccc) Woodstock**

(ddddddd) Domestic Abuse Services Oxford  
(eeeeeee) Crisis: 519 539-4811 or 1-800-265-1938  
(ffffff) [info@daso.ca](mailto:info@daso.ca)  
(ggggggg) [www.daso.ca](http://www.daso.ca)  
(hhhhhhh)