**Toronto Institute for Contemporary Psychoanalysis**

**427 Vaughan Road, Toronto, M6X 2P1**

**Phone: 416.288.8060**

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

**Career College Sexual Violence Policy**

# Sexual Violence Policy

* 1. The Toronto Institute for Contemporary Psychoanalysis is committed to providing its candidates with an educational environment free from sexual violence and treating its candidates who report incidents of sexual violence with dignity and respect.
  2. The Toronto Institute for Contemporary Psychoanalysis has adopted this Sexual Violence Policy, which defines sexual violence and outlines its training, reporting, investigative and disciplinary responses to complaints of sexual violence made by its candidates that have occurred on its campus, or at one of its events and involve its candidates.
  3. The person accused of engaging in sexual violence will be referred to as the “Respondent” and the person making the allegation as the “Complainant”.

# Definition of Sexual Violence

* 1. Sexual violence means any sexual act or act targeting a person’s sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person’s consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

# Training, Reporting and Responding to Sexual Violence

* 1. The Toronto Institute for Contemporary Psychoanalysis will include a copy of the Sexual Violence Policy in every contract made between it and its candidates, and provide a copy of the Sexual Violence Policy to all Board of Directors, Administrators, faculty members, supervisors, guests and community partners, and train them about the policy and its processes of reporting, investigating and responding to complaints of sexual violence involving its candidates.

Any community partner participating in offering candidate clinical opportunities on their premises must provide an undertaking in writing that it is in compliance with all applicable legislation, including the Ontario Human Rights Code and the Occupational Health and Safety Act and will provide candidates access to those policies should they encounter issues relating to sexual violence in the workplace.

* 1. The Sexual Violence Policy shall be published on its website. Board of Directors, Administrators, faculty members, supervisors, guests and community partners of Toronto Institute for Contemporary Psychoanalysis will report incidents of or complaints of sexual violence to: Dr. Judi Kobrick (Director) at Toronto Institute for Contemporary Psychoanalysis (416 288 8060) upon becoming aware of them.
  2. Candidates who have been affected by sexual violence or who need information about support services should contact: Dr. Judi Kobrick (Director) at Toronto Institute for Contemporary Psychoanalysis (416 288 8060).
  3. Subject to Section 4 below, to the extent it is possible, the Toronto Institute for Contemporary Psychoanalysis will attempt to keep all personal information of persons involved in the investigation confidential except in those circumstances where it believes an individual is at imminent risk of self-harm, or of harming another, or there are reasonable grounds to believe that others on its campus or the broader community are at risk. This will be done by:
     1. ensuring that all complaints/reports and information gathered as a result of the complaint/reports will be only available to those who need to know for purposes of investigation, implementing safety measures and other circumstances that arise from any given case; and
     2. ensuring that the documentation is kept in a separate file from that of the Complainant/Candidate or the Respondent.
  4. The Toronto Institute for Contemporary Psychoanalysis recognizes the right of the Complainant not to report an incident of or make a complaint about sexual violence or not request an investigation and not to participate in any investigation that may occur.
  5. Notwithstanding (e) above, in certain circumstances, the Toronto Institute for Contemporary Psychoanalysis may be required by law or its internal policies to initiate an internal investigation and/or inform police without the complainant’s consent if it believes the safety of members of its campus or the broader community is at risk.
  6. In all cases, including (f) above, the Toronto Institute for Contemporary Psychoanalysis will appropriately accommodate the needs of its candidates who are affected by sexual violence. Candidates seeking accommodation should contact Judi Korbrick at 416 288 8060.
  7. In this regard, the Toronto Institute for Contemporary Psychoanalysis will assist candidates who have experienced sexual violence in obtaining counselling and medical care, and provide them with information about sexual violence supports and services available in the community as set out in Appendix 1 attached hereto. Candidates are not required to file a formal complaint in order to access supports and services.

# Investigating Reports of Sexual Violence

* 1. Under this Sexual Violence Policy, any candidate of the Toronto Institute for Contemporary Psychoanalysis may file a report of an incident or a complaint to Judi Kobrick in writing.
  2. Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Judi Kobrick will respond promptly and determine whether an investigation should proceed in consultation with the Board of Directors, and if the Complainant wishes to participate in an investigation;
     1. determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;
     2. determine whether the incident should be referred immediately to the police;
  3. In such cases or where civil proceedings are commenced in respect of allegations of sexual violence, Toronto Institute for Contemporary Psychoanalysis may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and
  4. determine what interim measures ought to be put in place pending the investigation process such as removal of the Respondent or seeking alternate methods of providing necessary course studies.
  5. Once an investigation is initiated, the following will occur:
     1. the Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation;
     2. interviewing the Complainant to ensure a complete understanding of the allegation and gathering additional information that may not have been included in the written complaint such as the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred;
     3. informing and interviewing the Respondent of the complaint, providing details of the allegations and giving the Respondent an opportunity to respond to those allegations and to provide any witnesses the Respondent feels are essential to the investigation;
     4. interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses;
     5. providing reasonable updates to the Complainant and the Respondent about the status of the investigation; and
     6. following the investigation, Judi Kobrick will:
        1. review all of the evidence collected during the investigation;
        2. determine whether sexual violence occurred; and if so
        3. determine what disciplinary action, if any, should be taken as set out in Section 5 below.

# Disciplinary Measures

* 1. If it is determined by Toronto Institute for Contemporary Psychoanalysis that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include:
  2. disciplinary action up to and including termination of contract with faculty member or supervisor; or
  3. expulsion of a candidate; and /or
  4. the placement of certain restrictions on the Respondent’s ability to access certain premises or facilities; and/or
  5. any other actions that may be appropriate in the circumstances.

# Appeal

* 1. Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to Judi Kobrick within 14 days by submitting a letter addressed to Judi Kobrick at Toronto Institute for Contemporary Psychoanalysis, 427 Vaughan Road, Toronto, M6X 2P1. Toronto, Ontario, M2N 6A3 or by email to [admin@ticp.on.ca](mailto:admin@ticp.on.ca) advising of the person’s intent to appeal the decision.

# Making False Statements

* 1. It is a violation of this Sexual Violence Policy for anyone to knowingly make a false complaint of sexual violence or to provide false information about a complaint.
  2. Individuals who violate this Sexual Violence Policy are subject to disciplinary and/or corrective action up to and including termination of contract with faculty member or supervisor, or expulsion of a candidate.

# Reprisal

* 1. It is a violation of this Sexual Violence Policy to retaliate or threaten to retaliate against a complainant who has brought forward a complaint of sexual violence, provided information related to a complaint, or otherwise been involved in the complaint investigation process.
  2. Individuals who violate the Sexual Violence Policy are subject to disciplinary and/or corrective action, up to and including termination of contract with faculty member or supervisor, or expulsion of a candidate.

# Review

* 1. The Toronto Institute for Contemporary Psychoanalysis shall ensure that candidate input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.
  2. The Toronto Institute for Contemporary Psychoanalysis shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. The review date will be June 30, 2021.

# Collection of Candidate Data

* 1. The Toronto Institute for Contemporary Psychoanalysis shall collect and be prepared to provide upon request by the Superintendent of Private Career Colleges such data and information as required according to Subsections 32.3 (8), (9) and (10) of Schedule 5 of the Private Career Colleges Act, 2005 as amended.

# Appendix 1

* 1. The following represents a list of Provincial Rape Crisis Centers that could be provided as resources:

**Canadian Association of Sexual Assault Centres,** Ontario Provincial

English

Assaulted Women’s Helpline Toll Free: 1-866-863-0511

#SAFE (#7233) on Bell, Rogers, Fido or Telus mobile TTY: 416-364-8762

[www.awhl.org](http://www.awhl.org/)

Français

Fem’aide

Telephone Toll-Free: 1-877-336-2433

ATS: 1 866 860-7082

[www.femaide.ca](http://www.femaide.ca/)

# Sexual Assault/Domestic Violence Treatment Centres

35 [hospital-based centres that provide](http://sadvtreatmentcentres.ca/en/view.php?key=42&amp;menu=37&amp;lang=en) 24/7 emergency care to women. To locate the Sexual Assault/Domestic Violence Treatment Centre nearest you, follow [this link](http://www.satcontario.com/en/locate_centre.php).

**Alliston, Barrie, Collingwood, Midland and Orillia**

Huronia Transition Homes operates La Maison Rosewood Shelter (Midland) & Athena's Sexual Assault Counselling and Advocacy Centre

24-Hour Crisis Line:

Barrie: 705-737-2008 or 1-800-987-0799

Midland: 705-526-4211 or 1-800-461-175

Office: 705-526-3221

[www.huroniatransitionhomes.ca](http://www.huroniatransitionhomes.ca/)

**Belleville**

Sexual Assault Centre for Quinte and District Toll-Free: 1-877-544-6424

Office: 613-967-6300

[www.sacqd.com](http://www.sacqd.com/)

**Bracebridge**

Muskoka/Parry Sound Sexual Assault Services

Parry Sound District Office:

Office: (705) 774-9083 or 1-877-851-6662

Muskoka District Office:

Office: (705) 646-2122 or 1-877-406-1268

[www.daphnewymn.com](http://www.daphnewymn.com/)

**Brantford**

Sexual Assault Centre of Brantford Crisis: 519-751-3471

Office: 519-751-1164

[sexualassaultcentre@sacbrant.ca](mailto:sexualassaultcentre@sacbrant.ca)

<http://sacbrant.ca/>

**Brockville**

Assault Response & Care Centre

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

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

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

**Chatham**

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

<http://cksacc.org/>

**Cornwall**

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

<http://sassforwomen.ca/>

Iethinisten:ha Women’s Shelter Akwasasne Family Violence Program 24-Hour Crisis: 1-800-480-4208

Phone: 613-937-4322

[www.akwesasne.ca/iethinistenha-women’s -shelter](http://www.akwesasne.ca/iethinistenha-women%27s-shelter)

**Durham Region**

Durham Rape Crisis Centre Crisis: 905-668-9200

Office: 905-444.9672

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

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

**Eganville**

Women’s Sexual Assault Centre of Renfrew County 24-Hour Crisis: 1-800-663-3060

Office: 613-735-5551

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

**Guelph**

Guelph-Wellington Women in Crisis Crisis: 519-836-5710

1-800-265-7233

Office: 519-823-5806

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

**Hamilton**

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

Office (905) 525-4573

TTY: 905-525-4592

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

**Kenora**

Kenora Sexual Assault Centre

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

Office: (807) 468-7958

[www.kenorasexualassaultcentre.com](http://www.kenorasexualassaultcentre.com/)

**Kingston**

Sexual Assault Centre Kingston

Crisis: 613-544-6424 or 1-877-544-6424

Office: 613-545-0762

[sack@sackingston.com](mailto:sack@sackingston.com)

[www.sackingston.com](http://www.sackingston.com/)

**Kitchener-Waterloo**

Sexual Assault Support Centre of Waterloo Region Crisis: 519.741.8633

Office: 519.571.0121

[info@sascwr.org](mailto:info@sascwr.org)

[www.kwsasc.org](http://www.kwsasc.org/)

**London**

Sexual Assault Centre London Crisis: 519-438-2272

Office 519-439-0844

TTY: 519-439-0690

[sacl@sacl.ca](mailto:sacl@sacl.ca)

[www.sacl.ca](http://www.sacl.ca/)

London Abused Women’s Centre Office: 519-432-2204

E-Mail: [info@lawc.on.ca](mailto:info@lawc.on.ca)

<http://lawc.on.ca/>

**Peel Region**

Hope 24/7 (formerly the Sexual Assault/Rape Crisis Centre of Peel) Crisis:1-800-810-0180

Office: (905) 792-0821

<http://hope247.ca/>

**Newmarket**

Women’s Support Network of York Region Crisis: 1-800-263-6734 or 905-895-6734

Office: (905) 895-3646

[www.womenssupportnetwork.ca](http://www.womenssupportnetwork.ca/)

**North Bay**

Amelia Rising Women's Sexual Assault Centre of Nipissing/centre d’aggressions sexuelles de Nipissing

Crisis: 705-476-3355

Office: 705-840-2403

TTY: (705) 840-5877

[info@ameliarising.ca](mailto:info@ameliarising.ca)

[www.ameliarising.ca](http://www.ameliarising.ca/)

**Oakville**

Sexual Assault & Violence Intervention Services of Halton Crisis: 905-875-1555 or 1-877-268-8416

Office: 905-825-3622

[www.savisofhalton.org](http://www.savisofhalton.org/)

**Orangeville**

Family Transition Place

Crisis: 1-800-265-9178

Office: 519-942-4122

[www.familytransitionplace.ca](http://www.familytransitionplace.ca/)

**Ottawa**

Sexual Assault Support Centre Crisis: 613-234-2266

Phone: 613-725-2160

TTY: 613-725-1657

[info@sascottawa.com](mailto:info@sascottawa.com)

[http://sascottawa.com](http://sascottawa.com/)

Ottawa Rape Crisis Centre Crisis: 613-562-2333

Office: 613-562-2334

<http://orcc.net/>

**Peterborough & Kawarthas** Kawartha Sexual Assault Centre

Crisis: (705) 741- 0260 or 1-866-298-7778

Office/TTY: (705) 741-0260

[www.kawarthasexualassaultcentre.com](http://www.kawarthasexualassaultcentre.com/)

YWCA Peterborough Haliburton Crisis: 1-800-461-7656

Office: 705.743.3526 x 130

[www.ywcapeterborough.org](http://www.ywcapeterborough.org/)

**Sault Ste Marie**

Women in Crisis (Algoma) Inc.

Crisis: 705-759-1230 or 1-877-759-1230

[www.womenincrisis.ca](http://www.womenincrisis.ca/)

**Sarnia-Lambton**

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

Office: (519) 337-3154

[www.sexualassaultsarnia.on.ca](http://www.sexualassaultsarnia.on.ca/)

**Simcoe**

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

TTY: 1-800-815-6419

Office: 519-426-8048

[hnws@hnws.on.ca](mailto:hnws@hnws.on.ca)

[www.hnws.on.ca](http://www.hnws.on.ca/)

**St. Catherines**

Niagara Region Sexual Assault Centre Crisis: (905) 682-4584

Office: (905) 682-7258

[carsa@sexualassaultniagara.org](mailto:carsa@sexualassaultniagara.org)

<http://sexualassaultniagara.org/>

**Thunder Bay**

Thunder Bay Sexual Assault and Sexual Abuse Crisis and Counselling Centre

Office: (807) 345-0894 or 1-866-311-5927

[tbcounselling@tbsasa.org](mailto:tbcounselling@tbsasa.org)

[www.tbsasa.org](http://www.tbsasa.org/)

**Timmins**

Timmins and Area Women in Crisis Crisis: 1-877-268-8380 (sexual assault) Crisis: 1-855-827-7233 (shelter)

Office: (705) 268-8381

[info@tawc.ca](mailto:info@tawc.ca)

<http://www.tawc.ca/>

**Toronto**

Oasis Centre des Femmes Téléphone: 416-591-6565

Courriel: [services@oasisfemmes.org](mailto:services@oasisfemmes.org)

<http://oasisfemmes.org/>

Toronto Rape Crisis Centre: Multicultural Women Against Rape Crisis: 416-597-8808

Office: 416-597-1171

[info@trccmwar.ca](mailto:info@trccmwar.ca)

[crisis@trccmwar.ca](mailto:crisis@trccmwar.ca)

[www.trccmwar.ca](http://www.trccmwar.ca/)

**Windsor**

Sexual Assault Crisis Centre of Essex County Crisis: 519-253-9667

[www.saccwindsor.net](http://www.saccwindsor.net/)

**Woodstock**

Domestic Abuse Services Oxford

Crisis: 519 539-4811 or 1-800-265-1938

[info@daso.ca](mailto:info@daso.ca)

[www.daso.ca](http://www.daso.ca/)