



## WINNIPEG GLOBAL EDUCATION COLLEGE SEXUAL VIOLENCE POLICY AND RESPONSE PROTOCOL

### Statement from the President

Winnipeg Global Education College (GEC) values respect for all individuals, civility, diversity, dignity, equality, and freedom. GEC is committed to maintaining a healthy and safe learning, living, social, recreational and working environment. We are committed to maintaining a campus free of discrimination and harassment, and strive to foster an atmosphere of healthy attitudes and behaviours towards sexuality, sex and gender roles. GEC will not tolerate behaviour that contributes to a hostile and inequitable learning and working environment. We take seriously our commitment to supporting those who experience sexual violence, and we work diligently on campus and with community partners on programs, policies and resources to ensure that our campus remains free from sexual violence.

The website <http://geliwinnipeg.com/index.php/2021/08/31/policies/> provides quick access to the information contained. The Policy and Protocol provides procedures and resources to support individuals and groups who may be directly or indirectly involved in working with persons who have experienced sexual violence.

Through our training and education efforts all members of GEC community will be aware of the Policy and Protocol as well as related community resources. Thank you for doing your part to ensure that GEC remains a safe and positive space where members of our community feel able to work, learn and express themselves in a safe environment that upholds human equality.

Leon Li  
President



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| <b>Issued By:</b>             | Olivia Zhang   |
| <b>Effective Date:</b>        | August 31, 2017  |
| <b>Last Revised:</b>          | August 31, 2021  |
| <b>Next Review Date:</b>      | August 31, 2025  |
| <b>Application and Scope:</b> | All members of GEC community including: all employees, students, governors, initiatives, volunteers, and visitors. |

## 1. PURPOSE AND INTRODUCTION

All members of the Winnipeg Global Education College community have a right to a work and study in an environment that is free from any form of sexual violence. This document sets out our policy and response protocol to sexual violence and ensures that the needs of those who experience sexual violence are supported in a compassionate, supportive and appropriate manner.

## 2. DEFINITIONS

- a. **Sexual violence:** 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.
- b. **Sexual assault:** Sexual assault is any type of unwanted sexual act done by one person to another that violates the sexual integrity of the victim. Sexual assault is characterized by a broad range of behaviours that involve the use of force, threats, or control towards a person, which makes that person feel uncomfortable, distressed, frightened, threatened, carried out in circumstances in which the person has not freely agreed, consented to, or is incapable of consenting to. Sexual assault is a crime.
- c. **Sexual harassment:** Sexual harassment is unwanted sexual attention directed at an individual by someone whose conduct including comments, gestures, and/or actions are offensive, inappropriate, intimidating, hostile, and unwelcome. Sexual harassment often occurs in environments in which sexist or homophobic jokes and materials have been allowed.



- d. Consent: Consent is the voluntary agreement to engage in the sexual activity in question.
- e. Disclosure: For the purposes of this document, a disclosure is made to any individual other than the police or other judicial official.
- f. LGBT2SQ+: The LGBT2SQ+ community includes people who identify as lesbian, gay, bisexual, transgender, Two-Spirit, queer, questioning, intersex, asexual, pansexual and/or gender fluid.

### 3. POLICY

#### ***PART ONE - A CONSENT-BASED UNDERSTANDING***

Consent is central to sexual assault. The Criminal Code of Canada defines consent as it relates to sexual assault as the voluntary agreement to engage in sexual activity. An individual must actively and willingly give consent to sexual activity. Simply stated, sexual activity without consent is sexual assault.

Young people, like many others, often do not fully understand consent and can feel that the line between consensual sexual acts and sexual assault can be unclear. This is particularly true when an acquaintance, friend, or partner is the perpetrator.

Consenting to one kind, or instance, of sexual activity does not mean that consent is given to any other sexual activity or instance. No one consents to being sexually assaulted.

Where consent does not exist (lack of agreement): a person can express a lack of agreement verbally or through conduct (such as physically resisting advances). The Criminal Code makes it clear that a person can, after initially giving consent to engage in sex, revoke consent at any time by expressing a lack of agreement to continue engaging in sexual activity.

In other words, consent:

- Is never assumed or implied
- Is not silence or the absence of “no”
- Cannot be given if the victim is impaired by alcohol or drugs, or is unconscious
- Can never be obtained through threats or coercion
- Can be revoked at any time
- Cannot be obtained if the perpetrator abuses a position of trust, power or authority

GEC understands all healthy sexual encounters to be ones which include full consent of all people involved. Consent is based on relationships of respect and equality.



GEC understands that sexual violence - any sexual activity which is done without the consent of all involved - is harmful to the person experiencing the violence and negatively impacts their ability to effectively participate in a learning environment. It is because of this that a consent-based understanding of sex, sexual touching and sexual relationships is vital to our learning community.

GEC understands sexual violence to include any single or repeated sexual act or sexual communication which is unwanted. This can occur in instances of touching, talking, texting, social media shares, the display of sexist or harassing pictures or messages, or any other sexual-based communication or action which is unwanted by one or more individuals involved.

### ***PART TWO – EDUCATION AND AWARENESS***

All staff members of GEC will receive training on this policy and its implementation. This training will also include information on the realities and complexities of consent and sexual violence as well as appropriate disclosure response. As it is possible that any staff person may receive a sexual violence disclosure, all staff at GEC will be trained in how to provide a compassionate and supportive response disclosure, as well as the responsibilities of their role outlined in this policy.

GEC will educate and train students about this policy. The training session on sexual violence will include information on the definition of sexual violence, the definition of consent, individual legal rights in regards to sexual violence, related community resources as well as information about this policy.

In addition to the training sessions, GEC will host ongoing educational activities for staff and students in regards to sexual violence awareness and prevention. Posters and signs of related campaigns and organizations will be displayed on every floor where GEC holds offices or classrooms. A specific “where to go for help” resource list will be prominently displayed in a public area. Information about this policy and community resources will be posted on the GEC website. E-blasts to students and faculty will be sent on a regular basis to maintain awareness of the school policy on this issue. Messages from leadership will always be clear about expectations regarding sexual violence and will set the tone for action.

### ***PART THREE – COMPLAINT AND RESPONSE PROTOCOL***

GEC will name two Sexual Violence Officers. At all times, at least one of these Officers will be a woman. The role of these Officers is to be the main persons involved in formal complaint procedures and in the creation of accommodation plans.



## A. Disclosure Response

As sexual violence disclosure can be a very personal and vulnerable matter, survivors often choose to disclose to the people around them with whom they feel the most comfortable. Because of this, all GEC staff will understand their role in this policy and in the event of a disclosure will follow the response guideline below:

- a) verbally respond to the disclosure with compassion and support;
- b) listen to the disclosure without asking prying questions or coercing more information than the person is willing to give;
- c) communicate to the person that sexual violence is never the fault of the person experiencing it;
- d) provide the attached list of community resources regarding sexual violence;
- e) communicate, when the person is ready, their options moving forward, which are:
  - i. Disclosure only - the details of this disclosure will not be carried forward outside of this interaction, and all details and identity of the person coming forward will remain anonymous. The staff person may consult her or his supervisor for guidance on the disclosure, but will only do so in an anonymous manner.
  - ii. Formal complaint to the school - the person who has come forward should be advised that a formal complaint is possible and that any accommodations requested would need to come through a formal complaint process. They should also be advised that this process necessitates them discussing their experience with one or both Sexual Violence Officers of GEC. The person coming forward should be assured by the responding staff member that support is available through the process by the Sexual Violence Officers, that GEC will treat their complaint anonymously, and that they can bring support persons to this meeting if desired.
  - iii. Police report - the person coming forward has the option of filing a police report which is generally followed by a criminal investigation. This is done outside of GEC, but GEC's Sexual Violence Officer(s) can offer emotional support to the compliant and any investigation records if requested. A police report can be made at any police station. Klinik's Sexual Assault Crisis team may also be of assistance; they can be accessed 204-786-8631.
  - iv. Civil action - the person coming forward has the option of filing a civil suit for damages suffered. This is done outside of GEC, but GEC's Sexual Violence Officer(s) can offer emotional support to the compliant and any investigation records if requested. The Legal Help Centre may be able to provide some assistance in this area and can be accessed at 204-258-3096.



- v. Medical assistance - in cases where certain types of unwanted sexual touching was involved, the person coming forward should be advised of their medical options. Tests for sexually transmitted infections and pregnancy may be necessary and can be done at any walk-in clinic. Additionally, if the person is considering a police report or civil action forensic evidence may be gathered if it is within 120 hours of a sexual assault. A specialized nurse at Health Sciences Centre is available to assist in cases like these. There is a specially trained support team from Klinik is also available to assist individuals throughout these procedures; they can be accessed at 204-786-8631.

## **B. Formal Complaint Procedure**

The following procedures will be followed if a person decides to submit a formal complaint:

- a) The complainant will meet in person with one or both Sexual Violence Officers. The complainant can choose whether to meet with one specific Officer or with both. This meeting will take place as soon as possible after the request, ideally within 2 working days. If desired, the complainant may bring up to 2 support persons with them to this meeting.
- b) With complainant's consent, the complainant and the Sexual Violence Officer(s) will record the details of the incident(s) from the complainant's experience. The investigation process includes:
  - i. Determining whether the incident should be reported to police immediately.
  - ii. Meeting with the complainant to determine and record the date and time of the incident, any witnesses, other person who involved and a complete description of the incident.
  - iii. Interviewing the complainant, any identified witnesses and any person involved in the incident.
  - iv. Informing the respondent(s) of the complaint. The respondent should given the opportunity to respond to each of the specific allegations raised by the complainants.
  - v. Determining what disciplinary action and accommodation plan should be taken based on the investigation results.

Throughout this meeting, the Sexual Violence Officers will respond to the complainant with compassion and support. Questions may be asked of the complainant for purpose of detailing the complaint; however, any coercion beyond what the complainant is comfortable disclosing will not occur.

- c) After the complaint is documented, the complainant and the Sexual Violence Officer(s) will together create an accommodation plan. This plan will be based on the context of the occurrence and the needs of the person who has experienced the incident. This



accommodation plan may include but is not limited to: switching classes, providing private classes, deferral to another term, etc. Steps should be taken to ensure the life of the complainant is minimally impacted by the accommodation plan and that no financial penalties will be incurred by them in this process. In many cases the accommodation plan may require the alleged perpetrator to engage in accommodation activities such as switching classes instead of or as well as the complainant. The Sexual Violence Officers will work together with the complainant towards a plan that is responsive to the situation and as comfortable to the complainant as much as is reasonably possible.

- d) The complainant will be asked permission by the Sexual Violence Officer(s) to follow up by passing on the basic details of the complaint to GEC Administration. The identity of the complainant will be protected; only the name of the alleged perpetrator and the basic details of the complaint passed on. If this permission is given, GEC administration may choose to pursue action against the alleged perpetrator through GEC's Code of Conduct policy. At no time will the identity of the complainant be revealed in this process. If the complainant does not consent, the information will not be passed onto GEC administration, and no further action will be taken.

#### ***PART FOUR – DISCIPLINARY ACTION***

- a) Based on the seriousness of the incident, Winnipeg Global Education College will take immediate disciplinary or corrective action including termination of employment of instructors or staff or expulsion of a student.
- b) In the case of formal criminal investigations are initiated, Winnipeg Global Education College will assist the work of police, lawyers, courts, and any authorized institutions.

#### ***PART FIVE – FALSE STATEMENTS***

It is a violation of this Sexual Violence Policy for any to knowingly make a false complaint of sexual violence or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and / or corrective action, up to and including termination of employment of instructors or staff or expulsion of a student.

#### ***PART SIX – CULTURAL SENSITIVITY***

We acknowledge certain populations such as international students, Indigenous women, women living with cognitive or physical disabilities, newcomer women and women from ethnocultural communities, individuals within the LGBT2SQ+ community are more vulnerable to sexual violence.



We offer different disclosure options to accommodate vulnerable populations (i.e. we require at least one sexual violence officer to be a woman, as women are far more likely to be victims of sexual violence). We provide information on support services such as Klinik that are tailored to a variety of populations and include cultural sensitivity training as a part of our sexual violence training program

#### **4. POLICY DEVELOPMENT AND REVIEW**

GEC is committed to monitoring and updating our policies and protocols to ensure that they remain effective and in line with other existing policies and best practices. The official review will be conducted every four years.





## 5. RESOURCES

### Appendix A - Glossary of Terms

Note: Many of the definitions below were borrowed from the Developing a Response to Sexual Violence: A Resource Guide for Ontario’s Colleges and Universities document, developed by the Government of Ontario.

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|---|--|
| <b>Consent:</b>                         | Consent is the voluntary agreement to engage in the sexual activity in question.   |
| <b>Cyber harassment/cyber stalking:</b> | Often used interchangeably, cyber harassment and cyber stalking are defined as repeated, unsolicited, threatening behaviour by a person or group using cell phone or Internet technology with the intent to bully, harass, and intimidate a victim. The harassment can take place in any electronic environment where communication with others is possible, such as on social networking sites, on message boards, in chat rooms, through text messages, or through email.  |
| <b>Date rape:</b>                       | The term “date rape” is interchangeable with “acquaintance sexual assault”. It is sexual contact that is forced, manipulated, or coerced by a partner, friend or acquaintance.   |
| <b>Disclosure:</b>                      | For the purposes of this document, a disclosure is made to any individual other than the police or other judicial official.  |
| <b>LGBT2SQ+:</b>                        | The LGBT2SQ+ community includes people who identify as lesbian, gay, bisexual, transgender, Two-Spirit, queer, questioning, intersex, asexual, pansexual and/or gender fluid.  |
| <b>Rape:</b>                            | Rape is a term used to describe vaginal, oral or anal intercourse, without consent. Although the term is no longer used in a legal sense in Canada, it is still commonly used and widely understood.   |
| <b>Sexual assault:</b>                  | Sexual assault is any type of unwanted sexual act done by one person to another that violates the sexual integrity of the victim. Sexual assault is characterized by a broad range of behaviours that involve the use of force, threats, or control towards a person, which makes that person feel uncomfortable, distressed, frightened, threatened, carried out in circumstances in which the person has not freely agreed, consented to, or is incapable of consenting to. Sexual assault is a crime. [hyperlink the word “crime” to Criminal code definition of Sexual Assault <a href="http://laws-lois.justice.gc.ca/eng/acts/C-46/page-63.html#docCont">http://laws-lois.justice.gc.ca/eng/acts/C-46/page-63.html#docCont</a> |



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| <b>Sexual harassment:</b> | Sexual harassment is unwanted sexual attention directed at an individual by someone whose conduct including comments, gestures, and/or actions are offensive, inappropriate, intimidating, hostile, and unwelcome. Sexual harassment often occurs in environments in which sexist or homophobic jokes and materials have been allowed.                          |
| <b>Sexual violence:</b>   | 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. |
| <b>Stalking:</b>          | Stalking is a crime called criminal harassment. Stalking consists of repeated behaviour that is carried out over a period of time, and which causes a person to reasonably fear for their safety.   |
| <b>Victim blaming:</b>    | Victim blaming occurs when the victim of a crime or an accident is held responsible — in whole or in part — for the crimes that have been committed against them.   |



## Appendix B - Additional Resources

1. **Trauma-informed: The Trauma Toolkit** ([http://trauma-informed.ca/wp-content/uploads/2013/10/Trauma-informed\\_Toolkit.pdf](http://trauma-informed.ca/wp-content/uploads/2013/10/Trauma-informed_Toolkit.pdf)). A resource for service organizations and providers to deliver services that are trauma informed (Klinic)
2. **Developing a Response to Sexual Violence: A Resource Guide for Ontario's Colleges and Universities**(Ministry of Women's Issues, Government of Ontario)  
[http://www.citizenship.gov.on.ca/owd/english/ending-violence/campus\\_guide.shtml](http://www.citizenship.gov.on.ca/owd/english/ending-violence/campus_guide.shtml)  
Includes:
  - Sample Statement of Roles and Responsibilities for Campus Groups,
  - Template for Sexual Violence Policies and Protocols,
  - Template for Local Services Listing,
  - Template and Sample Campus Safety Alerts,
  - Examples of Public Education Campaigns,
  - Resource Guides and Best Practices for Developing Policies and Protocols
  - General Sexual Violence Resources and Materials
3. **Campus Sexual Violence: Guidelines for a Comprehensive Response** (Ending Violence Association of BC).  
<http://endingviolence.org/publications/campus-sexual-violence-guidelines/>



## Appendix C – Local Service Listing

### Manitoba Government

#### Manitoba’s “You Are Not Alone” website

This Link contains comprehensive information on responding to sexual violence and supporting survivors.

<https://www.gov.mb.ca/youarenotalone/>

#### Victim services

- Manitoba Justice - Child Victim Support Service
- Manitoba Justice - Compensation for Victims of Crime
- Manitoba Justice - Domestic Violence Support Service
- Manitoba Justice - Victim Rights Support Service
- Brandon Police Victim Services
- Pembina Valley Victim Services (includes Altona, Morden and Winkler)
- Winnipeg Police Victim Services Section

#### Counselling services

- Klinik Sexual Assault Crisis Counselling
- Manitoba Farm and Rural Support Services
- Mount Carmel Clinic
- The Laurel Centre
- Women’s Health Centre
- Survivor’s Hope Crisis Centre (north-eastern Manitoba)

#### Law enforcement

- To report an emergency, call 911
- To report a crime (i.e. sexual assault), contact your local law enforcement:
- Winnipeg Police Service - Sex Crimes Unit
  - ✓ 204-986-6222
  - ✓ To speak with a detective in confidence, call: 204-986-6245
- Royal Canadian Mounted Police Detachment Office
- Altona Police Service (residents of Altona and Plum Coulee)
  - ✓ 24hour line: 204-324-5353
  - ✓ General inquiries: 204-324-5373
- Brandon Police Service (residents of Brandon)
  - ✓ 24hour line: 204-729-2345
- Dakota Ojibway Police Service
  - ✓ Birdtail Sioux Detachment: 204-568-4621



- ✓ Canupawakpa Detachment: 204-854-2953
- ✓ Roseau River Detachment: 204-427-3383Page 16
- ✓ Sandy Bay Detachment: 204-843-7700
- ✓ Waywayseecappo Detachment : 204-859-5070
- ✓ Long Plain Detachment: 204-252-4480
- Sainte-Anne Police Service (residents of the Town of Sainte-Anne)
  - ✓ 24hour line: 204-422-8209
- Winkler Police Service
  - ✓ Daytime phone (9:00a.m. to 5:00 p.m. Monday to Friday): 204-325-0829
  - ✓ After hours: 204-325-9990
- Morden Police Service
  - ✓ Daytime phone (9:00 a.m. to 4:30 p.m. Monday to Friday): 204-822-6292
  - ✓ After hours: 204-822-4900

### Shelter / emergency residential services

For confidential information and help, call 1-877-977-0007 TTY: 1-888-987-2829. Click on the [brochure](#) (PDF 46 KB) for a list of services available in Manitoba for victims of domestic or family violence or visit [manitoba.ca/stoptheviolence](http://manitoba.ca/stoptheviolence).

### Cultural services

- Ka Ni Kanichihk - Heart Medicine Lodge

Ka Ni Kanichihk's Heart Medicine Lodge provides culturally-based support and advocacy services for Indigenous women and those who identify as women who have experienced sexual assault and sexual violence. The program was launched in 2016 as part the Winnipeg Safe City, partner in UN Women's Safe Cities and Safe Public Spaces Initiative.

Phone: 204-953-5820

Toll free: 1-888-953-5264

Text: [204-232-5445](tel:204-232-5445)

Email: [rbach@kanikanichihk.ca](mailto:rbach@kanikanichihk.ca)

### Health services

Please visit the [Manitoba Health website](#) for a list of public health services available in your area.

<http://www.gov.mb.ca/health/publichealth/offices.html>

### Legal services



- Community Legal Education Association

**The Law Phone-in and Lawyer Referral Program**

205 - 414 Graham Avenue

Winnipeg MB R3C OL8

Phone (for legal questions): 204-943-2305

Toll free: 1-800-262-8800 (outside Winnipeg)

Email: [info@communitylegal.mb.ca](mailto:info@communitylegal.mb.ca)

- Legal Help Centre

Portage Place Shopping Centre

Unit 202, 393 Portage Avenue

Winnipeg, MB R3B 3H6

Phone: 204-258-3096

Email: [info@legalhelpcentre.ca](mailto:info@legalhelpcentre.ca)

Drop in hours are: Tuesdays and Fridays from 1:00 – 4:30 p.m.

**Crisis services**

- Sexual Assault Crisis Line (24/7)

Toll free: 1-888-292-7565

Winnipeg: 204-786-8631

TTY: 204-784-4097

- Klinic Crisis Line (24/7)

Toll free: 1-888-322-3019

Winnipeg: 204-786-8686

TTY: 204-784-4097

- Survivor's Hope Crisis Centre Inc. (North-Eastern Manitoba)

204-753-5353

- Manitoba Suicide Prevention & Support Line (24/7)

Toll free: 1-877-435-7170

TTY: 204-784-4097

- Deaf Access Counselling (24/7)

TTY: 204-784-4097

- Human Trafficking Hotline (24/7)

1-844-333-2211

- Domestic Violence Crisis Line (24/7)

Toll free: 1-877-977-0007



## Other Help Lines

- Kids Help Phone  
1-800-668-6868
- Manitoba Farm, Rural & Northern Support Services  
Toll free: 1-866-367-3276  
Winnipeg: 204-571-4180  
Monday-Friday: 10:00 a.m. to – 9:00 p.m.
- Seniors Abuse Support Line  
24 hour crisis: 1-888-896-7183

Please note you can also visit You Are Not Alone (<https://www.gov.mb.ca/youarenotalone/>) for the most up to date list of services available in Manitoba.