



KING'S UNIVERSITY SEXUAL VIOLENCE POLICY

Approved By: Board of Directors

Effective Date: November 30, 2016

1. APPLICABILITY

This policy applies to all members of the King's community in their interaction with other members of the College community. The College community includes staff, students, faculty (including contract faculty), members of the Board of Directors, volunteers, contractors and other individuals who work, study or carry on the business of the College. It also applies to all visitors or guests.

2. PURPOSE:

All members of the King's University College ("King's") community have a right to work and study in an environment that is free from any form of sexual violence. King's University College recognizes that the prevention of, and response to, sexual violence is of particular importance in a university environment. Sexual violence will not be tolerated. Any and all acts of sexual violence will be addressed and individuals who have committed an act of sexual violence will be held accountable.

King's University College will ensure that appropriate procedures are in place to respond to incidents of sexual violence and to provide support for members of the King's community who are victims/survivors of sexual violence, regardless of where such incidents may occur.

This document sets out our policy and response protocol to sexual violence and ensures that those who experience sexual violence are supported and their rights respected.

This policy and its related procedures identify ways to recognize and prevent sexual violence through policies, resources, education and community support and provides members of the King's community with information to help them respond effectively to an incident of sexual violence. King's is committed to on-going education and awareness initiatives about sexual violence, including issues of consent, drug and alcohol use, sexual harassment and cyber harassment.

3. RESPONSIBILITIES

Administrative and supervisory officers are responsible for communicating to all members of the King's community that sexual violence is not permitted and will not be condoned or ignored. Administrative and supervisory officers will make every effort to prevent sexual violence by:

- demonstrating by leadership and action a commitment to the prevention of sexual violence;
- communicating the principles of this policy and upholding its spirit and intent;
- taking all steps to put a stop to any sexual violence of which they are aware, regardless of whether a complaint has been filed;
- taking all complaints of sexual violence seriously and promptly and diligently investigating any alleged incident;
- taking prompt action to resolve complaints and taking appropriate corrective action;
- encouraging participation in education and training programs provided by the College.

All members of the King's University College community share the responsibility to create a workplace/academic environment that is free from sexual violence. All members are responsible for understanding what constitutes sexual violence and conducting themselves in accordance with the spirit and intent of this policy. All members of the King's community are encouraged to:

- learning about sexual violence and attending and/or participating in King's sponsored educational programs and campaigns
- demonstrating professional and respectful behaviours
- speaking out against behaviour that encourages sexual violence
- intervening to prevent situations of sexual violence or where a person is vulnerable to sexual violence, where safe to do so.

The roles of the members of the King's community are more particularly set out in **Appendix A** hereto.

4. RELATIONSHIP TO OTHER POLICIES

It is recognized that some behaviours that are defined as sexual violence may also involve workplace violence, harassment or sexual harassment and, as such, King's Workplace Violence Policy, its Harassment, Sexual Harassment and Discrimination Policy and the Code of Student Conduct, may also be applicable in the circumstances. This policy complements other such policies. In cases where multiple Policies may be applicable, King's will determine which Policy is most applicable in the circumstances and the process or procedure contained therein shall be followed.

5. 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.

Sexual violence includes, but is not limited to, stalking, indecent exposure, voyeurism, degrading sexual imagery, distribution of sexual images or video of a community member without his or her consent, cyber harassment or cyber stalking of a sexual nature and sexual violence, physical or psychological, carried out through sexual means or by targeting sexuality.

b. *Sexual Assault:*

Sexual assault is defined as an assault of a sexual nature that violates the sexual integrity of the victim. The act of sexual assault does not depend solely on contact with any specific part of the human anatomy but rather the act of a sexual nature 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 make that person feel uncomfortable, distressed, frightened, threatened, or that is carried out in circumstances in which the person has not freely agreed, consented to, or is incapable of consenting to.

c. *Consent:*

Consent is the voluntary agreement to engage in the sexual activity in question. Conduct short of a voluntary agreement to engage in sexual activity does not constitute consent as a matter of law. This means that an individual must actively and willingly give consent to sexual activity. Consent must be informed, freely given, and active. Youths 16 and 17 years old may legally consent to sexual acts but not within a relationship of trust, authority, dependency or where there is other exploitation.

Further, regarding consent, it is imperative to understand that:

- Silence or non-communication must never be interpreted as consent.
- A person in a state of diminished judgment cannot consent.
- A person is incapable of giving consent if they are asleep, unconscious or otherwise unable to communicate.
- A person who has been threatened, pressured, forced, or coerced (i.e., is not agreeing voluntarily) is not consenting to any sexual act(s).
- A person who is drugged is unable to consent.
- A person may be unable to give consent when under the influence of alcohol and/or drugs.
- A person may be unable to give consent if they have a mental disability preventing them from fully understanding the sexual act(s).

- Consenting to sexual activity in the past or present does not mean consent is given to other sexual activity in the future.
- A person can withdraw consent at any time.
- A person cannot give consent to a person in a position of trust, power, or authority over them.
- Consent cannot be given on behalf of another person.
- Sexual activity without consent is sexual assault.

d. Survivor:

A person who has experienced an act or threat of Sexual Violence. Survivor is a positive term recognizing the strength needed to live with an experience of Sexual Violence. It is the prerogative of the person who has experienced Sexual Violence to determine how they wish to identify.

e. Acquaintance sexual assault:

Sexual contact that is forced, manipulated, or coerced by a partner, friend or acquaintance.

f. Coercion:

The use of emotional manipulation, blackmail, threats to family or friends, or the promise of rewards or special treatment, to persuade someone to do something they do not wish to do, such as being sexual or performing particular sexual acts. In the context of Sexual Violence, coercion is unreasonable or persistent pressure for sexual activity.

g. Drug-facilitated sexual assault:

Occurs when alcohol and/or drugs are used to control, overpower, or subdue a target for the purposes of sexual assault. Many substances could be connected with drug-facilitated sexual assault, such as: alcohol, over-the-counter legal drugs, prescription drugs and illegal drugs such as Rohypnol, gamma hydroxybutyric, or ketamine (generally referred to as “date rape drugs”).

h. Cyber Harassment:

Cyber harassment takes many online forms, but typically involves the use of email, texting, instant messaging, derogatory websites, graphic images or posts to bully or otherwise harass an individual or group through personal attacks causing substantial emotional distress and/or the fear of bodily harm. Cyber harassment can include, but is not limited to: ‘flaming’, sending offensive or cruel email, or harassing others by posting comments in chat rooms, blogs, or social networking sites.

i. Stalking:

A form of criminal harassment prohibited by the *Criminal Code*. Generally it consists of repeated conduct that is carried out over a period of time and which causes someone to reasonably fear for their safety or the safety of someone else with or without physical injury. Stalking can also include threats of

harm to friends and/or family. Stalking behaviours include, but are not limited to, non-consensual communications (face to face, phone, email, social media); threatening or obscene gestures; surveillance; sending unsolicited gifts; “creeping” via social media/cyber-stalking; and uttering threats.

6. CONFIDENTIALITY:

Confidentiality is particularly important to those who have disclosed Sexual Violence. If an individual seeks support of any kind, all King’s staff and/or faculty will protect the confidentiality of all those involved, to the extent possible. However, confidentiality cannot be assured in the following circumstances:

- Where an individual is at imminent risk of self-harm or harming another;
- Where there are reasonable grounds to believe that others in the King’s community may be at risk of harm;
- Where reporting is required by law (e.g. in the case of a minor);
- Where a formal Complaint has been filed, invoking formal procedures involving procedural fairness;
- When an incident of sexual violence is reported to Campus Police that may require an investigation and report to the London Police;
- When notification and/or action (including conducting an investigation) is required by law, by King’s policies, or by an external body with appropriate authority (e.g., when an allegation of Sexual Violence is made against a King’s employee).

By law, King’s must report if someone is at risk of harm to themselves or others. In such circumstances, information would be shared only with the necessary parties and to the extent necessary to prevent harm. The names of the survivor and person(s) accused would not be publicly shared.

In some cases King’s may be required to take some action independent of the intentions of the parties. If this is necessary, affected individuals will be fully informed and may choose to be supported at every step of the process.

A. OBTAINING IMMEDIATE ASSISTANCE AND SUPPORT

An individual who has experienced sexual violence should go to a place where they can find physical safety and emotional support. This may be the home (or room) of a friend, a family member, a member of the Residence staff, a colleague or a supervisor.

An individual who has experienced a sexual assault is encouraged to seek health care **immediately**. In London, immediate care and counselling support is available at:

- The [Regional Sexual Assault and Domestic Violence Treatment Centre](#), located at St. Joseph’s Hospital (go to Urgent Care). Call 519-646-6100, press 0 and ask for the nurse-on-call for sexual assault and domestic violence. Support is provided regardless of gender and, with the consent of the survivor/victim, will also be provided to a partner/significant other.

- The [Sexual Assault Centre London](#) , which can be reached at 519-438-2272. [The Sexual Assault Centre London](#) also provides individual & group counselling and accompaniment and advocacy for women. A 24-hour crisis & support line is available to men and women.
- The Sexual Violence Prevention Education Coordinator at Western's [Wellness Education Centre](#), who can be reached at 519 661-2111 x87085 (non-emergency), Monday-Friday during business hours.
- King's Campus Ministry (for pastoral counselling) and King's Counselling and Student Development (for personal counselling) are also able to support a survivor/victim's physical and emotional care in the days and months following a sexual assault.

7. DISCLOSURE, REPORTING AND COMPLAINT OPTIONS

King's recognizes that individuals who have experienced Sexual Violence may experience emotional and/or academic challenges, and need support and accommodation in addressing them.

A survivor is not required to report an incident of, or make a complaint about, sexual violence, in order to obtain the supports, services and accommodation available at King's.

King's recognizes that Sexual Violence can occur between individuals regardless of sex, gender identity, gender expression, sexual orientation or relationship status as articulated in the Ontario *Human Rights Code*. It is the intention of this policy to make individuals feel comfortable about disclosing and/or reporting an act or threat of Sexual Violence that they have experienced or witnessed.

A. DISCLOSURE

A survivor of or witness to sexual violence may choose to disclose the sexual violence to any faculty or staff member. Disclosure, in these circumstances, is generally about seeking support and/or guidance.

Disclosure of sexual violence to a member of King's administration may trigger, as required by law, an investigation into the alleged incident. The survivor has the right to choose not to participate in any investigation.

In responding to a disclosure of sexual violence, King's and Western are committed to ensuring that:

- the survivor/victim is treated with dignity and respect;
- the survivor/victim is informed about on- and off-campus services and resources;
- the survivor/victim has the right to decide whether or not to access available services and to choose those services the survivor feels will be most beneficial;
- the survivor/victim has the right to decide whether to report to Campus Police and/or local police;

- an on-campus investigation (internal or external) with the institution's full cooperation is available to the survivor/victim;
- a safety plan is available for the survivor/victim. (This can be developed with the help of Western's Campus Police.)
- reasonable and necessary actions are taken to prevent further unwanted contact with the alleged perpetrator(s)

Anyone at King's can receive a disclosure of Sexual Violence. In the event that a survivor discloses their experience(s) to you, please know that you are in a special position to act as a resource. Provide them with a compassionate level of support that refers them to information about options and resources.

A supportive response involves:

- Listening without judgment; and accepting the disclosure as true ¹
- Communicating that Sexual Violence is never the responsibility or fault of the survivor;
- Helping the individual identify and/or access available on- or off-campus services, including emergency medical care and counselling;
- Respecting the individual's right to choose the services they feel are most appropriate and to decide whether or not to report their experience;
- Recognizing that disclosing can be traumatic and an individual's ability to recall the events may be limited;
- Respecting the individual's choices as to what and how much they disclose about their experiences; and
- Making every effort to respect confidentiality and anonymity

Immediate Support

If you receive a disclosure of Sexual Violence in the immediate time period following the incident (within approximately 72 hours):

- **Help the individual find a safe environment.**
- **Support the individual in their choice to seek medical attention as soon as possible.** Even if there are no apparent injuries, there may be internal or psychological injuries. In London, immediate care and counselling support is available at the [Regional Sexual Assault and](#)

¹ Ontario Women's Directorate. (2013, January). *Developing a response to sexual violence: A resource guide for Ontario colleges and universities*. Retrieved October 6, 2015, from http://www.women.gov.on.ca/owd/english/ending-violence/campus_guide.shtml

[Domestic Violence Treatment Centre](#), located in St. Joseph's Hospital (go to Urgent Care). Support is provided regardless of gender.

The Centre will provide support to the survivor in making choices and understanding options. Options include treatment of injuries, emotional support and crisis intervention, pregnancy prevention, the testing and treatment for sexually transmitted infection, safety planning and referrals.

Individuals may access counselling directly through the Centre, without seeking any other services, up to one year post-assault.

- **Support the individual in their choice to preserve forensic evidence.** At the Regional Sexual Assault and Domestic Violence Treatment Centre, the survivor will be provided the option of collecting forensic (physical) evidence. The survivor may choose to use this evidence later on or not at all. Survivors have the most options available to them within the first 72 hours (3 days) following a sexual assault; however, certain evidence can be collected up to 12 days after the sexual assault.

Accommodation support:

Following a disclosure of Sexual Violence, King's will support the provision of alternative living, working, or academic arrangements that are minimally disruptive to the survivor, as appropriate and where possible

To obtain academic accommodation(s), a survivor should be encouraged to contact King's Academic Advising team, as immediately as possible. To obtain residence accommodation(s), they should be encouraged to contact their Residence Manager. Staff/Faculty accommodations should be obtained through King's Director, Human Resources.

There may be limitations to the availability of accommodation in situations where there is no formal Complaint or investigation.

Additional supports:

To support a survivor, additional information and resources can be found in **Appendix B** and at: http://safecampus.uwo.ca/sexual_violence/help.html, which give contact numbers of community and campus resources for those inquiring on behalf of someone else. You may also contact Western's Sexual Violence Prevention Education Coordinator at the Wellness Education Centre in **Appendix B**.

B. REPORTING AN INCIDENT OF SEXUAL VIOLENCE

A survivor may choose to report an incident of sexual violence. Survivors may choose to report the incident to a law-enforcement agency [i.e to the police in an effort to pursue criminal charges under the *Criminal Code of Canada*]. A staff or faculty member, peer, or colleague can also assist you in reaching out to Campus Police or London Police Service, if you would like support in the process of filing a formal report.

A report/complaint may be made immediately or whenever the survivor wishes to do so. In the case of a sexual assault, certain physical evidence may be collected only up to 72 hours after the assault. **If a survivor is not sure whether they wish to make a report**, King's strongly encourages the survivor to seek health care immediately at the [Regional Sexual Assault and Domestic Violence Treatment Centre](#), located at St. Joseph's Hospital in London, Ontario. The Centre is able to provide the survivor with the option of collecting forensic (physical) evidence, which may be used at a later date, or not at all.

Anyone who has experienced Sexual Violence and would like to file a formal report can receive assistance from the following resources:

- Sexual Violence Prevention Education Coordinator
Western Wellness Education Centre
519 661-2111 x87085 (non-emergency)
- Western Campus Community Police (Available 24/7)
Lawson Hall, Room 1257
On campus phone: call 911 (emergency)
Off campus or cell phone: call 519-661-3300
519-661-2111 x83300 (non-emergency)
- London Police Service (Available 24/7)
601 Dundas Street
London, Ontario
Police Reporting Centre: 519-661-2664

Campus Police are required to report instances of sexual assault to the London Police Service, if the survivor decides they want to pursue a criminal option. This means Campus Police will need to share the name of the person making the report and a brief synopsis of the report. Campus Police does not report instances if a survivor decides to pursue non-criminal on-campus options or if they want to have an informational meeting with Campus Police to discuss reporting options.

Survivors of or witnesses to sexual violence may also decide to make a report to the Sexual Violence Prevention Officer [new position] while choosing not to file a formal Complaint. The Sexual Violence Prevention Officer will be used for aggregate data reporting and may be used by the survivor to initiate a formal Complaint at a later date.

The Sexual Violence Prevention Officer will maintain the confidentiality of the Report unless he or she perceives that there is an imminent risk of harm to the survivor or others or where there are recurring confidential reports of sexual violence involving the same alleged individual or where disclosure of the incident is required by law. In those instances the Sexual Violence Prevention Officer will notify the Principal (or designate) immediately. Such report may trigger an investigation initiated by King's. Under those circumstances the Survivor has the right not to participate in any investigation that may occur.

Survivors or witnesses to sexual violence may also decide to make a report to the Dean of Students [if by or about a student], the Director of Human Resources, or to a Budget Unit Head [if by or about an employee or other member of the University community].

All resources will also inform you of your option to press charges under the *Criminal Code*, if you choose to do so.

Detailed information about options and what to expect for all parties, survivors, and persons accused, will be provided on a dedicated Sexual Violence Education and Support website. Some options will depend on the community status of the survivor and/or the person(s) accused.

C. FILING A FORMAL COMPLAINT

A survivor may choose to file a Formal Complaint of sexual violence. The filing of a Formal Complaint triggers a formal procedure which includes an investigation.

A Formal Complaint must be submitted in writing to Director of Human Resources except in cases where the Complainant and the Respondent are both students in which case the complaint will be submitted to the Dean of Students. These people are known as the designated authorities. Complaints with respect to Principal will be directed to the Secretary of the Board.

The written complaint should include:

- i. the name of the person(s) reporting the complaint, name of the complainant and respondent;
- ii. nature of the conduct;
- iii. date, time and place of the incident(s);
- iv. name(s) of any witness(es);
- v. steps already taken (if any) to resolve the matter for information purposes only;
- vi. any supporting documents that the complainant may have in his or her possession;
and
- vii. reference to any relevant documents the respondent, a witness or other person may have in his or her possession.

A copy of the Formal Complaint will be provided to the Respondent. The Respondent will be afforded an opportunity to respond to the Formal Complaint, in writing, and a copy of that response will be provided to the Complainant. Either party may be represented during the process by a representative, if applicable, or, in the absence of a representative, a legal representative or supporting individual.

Upon the filing of a formal complaint, the College will appoint a qualified, professionally trained, internal or external investigator(s) to investigate the complaint. Pending the results of the investigation the College may impose such interim measures as it deems necessary. Interim measures may include, but not necessarily be limited to, relocating the Respondent, changing employment or academic reporting structures or, if an employee, placing him or her on a non-disciplinary suspension with pay pending the outcome of the investigation or, where a student, visitor, contractor, or volunteer, banning the Respondent from all or parts of the King's campus.

The designated authority will advise the Complainant and the Respondent if an investigation has been initiated and the name(s) of the internal or external investigator(s).

The survivor has the right to withdraw from the investigation process at any time, but King's may still be legally obligated to continue the investigation even in the absence of the Complainant.

a. Fact Finding:

The investigator(s) will conduct interviews with all relevant parties including any witnesses, and review any relevant material to clarify the details of the reported incident(s). Both the Complainant and Respondent will be given full opportunity to present their cases.

b. Report of Findings:

The investigator(s) will, after completing the investigation, produce a final written report which will be forwarded to the designated authority.

- ii. This report will include the investigator's findings of fact, and his or her opinion on whether sexual violence has occurred.
- ii. The investigator(s) will normally complete his or her report within 20 working days of being appointed.
- iii. The Complainant and Respondent will be given the opportunity to review the report.
- iv. The Complainant and Respondent will be advised in writing of the results of the investigation.

8. DISCIPLINARY ACTION:

a. Possible Actions and Sanctions

If, after an investigation, the investigator(s) finds that a complaint is substantiated, the designated authority will determine what corrective action is to be taken, if any. Any of the following actions/sanctions may be taken:

- i. require the completion of information or education sessions for the respondent(s) or a particular group;
- ii. require that the respondent(s) participate in a counselling process;
- iii. require a review and modification of policies, procedures and practices for a particular work group;

Sanctions available to the designated authority include, but are not limited to:

- i. if the finding is against a student, a written apology, a reprimand, a limitation of social privileges, the suspension and/or expulsion of the student;
- ii. if the finding is against an employee of the College, a written apology, a reprimand, the suspension and/or termination of employment as provided by relevant conditions of appointment or employment;

- iii. if the finding is against a guest or visitor, a written apology, a reprimand, a limitation of social privileges, and/or a barring from the College campus or events;
- iv. if the finding is against a Board member, a written apology, a reprimand, and/or expulsion from the Board of Directors;
- v. if the finding is against a contractor providing services at the College, a written apology, a reprimand, cancellation of the contract, and/or a barring from future bids for five years.

The designated authority may consider any recommendation(s) or recommended sanctions proposed by either the Complainant or the Respondent, including a recommendation by the Respondent that the complaint be found malicious and/or vexatious.

The disciplinary action should be appropriate for the seriousness of the breach of the policy and the status of the Respondent.

b. Record of the Action

Where a complaint of sexual violence is substantiated there will be a formal record of the action taken on the Respondent(s)'s personnel file, if applicable. All other records will be maintained in a secure file kept by the Dean of Students or the Secretary to the Board of Directors.

c. Retaliation:

All employees and students have a right to be free of retaliation or threat of retaliation as a result of being involved in a complaint of sexual violence. Retaliation will be deemed to be harassment and dealt with in accordance with the Workplace Harassment and Discrimination Policy.

d. Malicious and Vexatious Complaints:

If, as a result of an investigation, it is determined by the investigator that an otherwise unfounded complaint was intended to be malicious and/or vexatious, it will be considered a form of harassment and will be dealt with in accordance with the sanctions applicable to the Complainant as defined above and/or the relevant conditions of appointment or employment document.

e. Respondent Recourse:

Employees may grieve the decision of the designated authority following the appropriate procedures outlined in the relevant Conditions of Appointment or Conditions of Employment document. Students may appeal the decision of the designated authority following the appropriate procedures as outlined in the Code of Student Conduct.

This investigative process does not preclude a survivor from contacting the police where they feel it is appropriate or desired to do so and it is not intended to discourage anyone from taking any steps that they feel necessary in that regard. In fact, King's strongly encourages survivors to take whatever steps they feel comfortable, including contacting any individuals or departments identified within this Policy.

9. COLLECTION AND DISCLOSURE OF DATA

King's will maintain annual cumulative statistics on disclosed and reported incidents of Sexual Violence on campus for the purposes of community education and legislated reporting. This data will not include any information that would identify any King's community member but will include the number of times supports, services and accommodation relating to sexual violence are requested and obtained by members of the King's community.

10. PREVENTION & EDUCATION OF SEXUAL VIOLENCE

King's is committed to providing and supporting on-going education and awareness initiatives about Sexual Violence, including issues of consent, sexual harassment, and cyber harassment to students, faculty, and staff. King's fully supports all cross-campus education and awareness initiatives occurring at Western University, Huron University College, and Brescia University College, and encourages the participation of and collaboration with the King's community.

11. POLICY REVIEW PROCESS

After an initial review in Fall 2017, this policy will be reviewed every three years with campus community consultation, including and, in particular, with the student body.

Appendix A: Roles and Responsibilities of the University Community

Upon becoming aware of an incident or complaint, everyone on campus has a role to play. In responding to experiences of sexual misconduct and supporting a survivor, there are common responsibilities that are shared by all and unique roles for specific campus groups.

Common Responsibilities	
<p>Model positive behaviors and attitudes by:</p> <ul style="list-style-type: none"> ☐ Demonstrating respectful behaviors in personal relationships ☐ Valuing diversity ☐ Resolving conflicts in constructive and non-violent ways ☐ Challenge the myths surrounding Sexual Violence (see Appendix C) <p>☐ Be a bystander and speak up:</p> <ul style="list-style-type: none"> ☐ Come to the defense of a survivor if you witness Sexual Violence or Sexual Harassment, and offer support ☐ Call a proper authority if you witness sexual assault ☐ Tell a proper authority if you see anyone adding something suspicious to another person's drink ☐ Check in with your friends and any vulnerable individuals to see that they get home safely ☐ Say "no" if anyone tries to share private texts or snapchats they've received ☐ Speak out against negative attitudes and intervene when comments are made that promote Sexual Violence ☐ SEE OR KNOW SOMETHING, DO SOMETHING <ul style="list-style-type: none"> ☐ Create an atmosphere where individuals feel comfortable disclosing and seeking help ☐ Have open discussions with peers about the issue of Sexual Violence on campus ☐ Respond in a sympathetic, non-judgmental and supportive way when an act of Sexual Violence is disclosed by a survivor and/or by a person(s) accused ☐ Be a supportive listener when survivors wish to discuss their experiences ☐ Respect survivors' privacy and how much information they choose to disclose ☐ Promote confidentiality of the survivor and the person(s) accused and discourage rumors ☐ Be aware of response protocol and how to contact resources/supports or make referrals to them ☐ Willingly participate in investigations ☐ Participate in training and public education initiatives on Sexual Violence issues 	
Unique Responsibilities	
<p>Principal, Dean, Associate Dean, Dean of Students, Vice Principals & Budget Unit Heads</p>	<ul style="list-style-type: none"> • Play a leadership role in raising prevention, awareness, and education about Sexual Violence • Endorse a formal Sexual Violence policy and its response protocol • Allocate resources for training campus members on the policy and response protocol • Make provisions and employment considerations/workplace accommodations for employees (staff and faculty) who are affected by Sexual Violence issues in their workplace

Dean of Students and Director, Human Resources	<ul style="list-style-type: none"> • Ensure that an investigation is undertaken in appropriate circumstances • Conduct an investigation • Oversee the effectiveness of the policy & protocol • Propose changes to respond to and ensure effectiveness • Dean of Students: oversight for the operation of the Student Code of Conduct • Director, Human Resources: oversight for the operation of all applicable policies
Faculty Members	<ul style="list-style-type: none"> • Provide survivors with appropriate academic considerations, such as extensions on assignments, re-weighting assignments or tests, or supporting a request to drop a class or continue studies from home • Make students aware of opportunities to attend campus initiatives relating to Sexual Violence • Participate in training on the policy and response protocol • Participate in ongoing campus prevention, education, and awareness initiatives about Sexual Violence and Sexual Violence issues • Information regarding disclosures and/or reports/complaints should be shared in-person with Academic Dean or Director, Human Resources, respecting privacy of survivor and person(s) accused • Follow all applicable policies
Academic Support Staff	<ul style="list-style-type: none"> • Assist with academic accommodations, petitions (e.g., requests for waiving an academic regulation, degree requirement or academic deadline with a student who has experienced a hardship or disadvantage), dropping courses, adjusting course schedules where appropriate and other academic needs of the survivor • Make students aware of opportunities to attend campus initiatives relating to Sexual Violence • Participate in training on the policy and response protocol • Participate in ongoing campus prevention, education, and awareness initiatives about Sexual Violence issues • Information regarding disclosures and/or reports/complaints should be shared in-person with the Budget Unit Head; or Dean of Students; or Director, Human Resources, respecting privacy of survivor and person(s) accused • Follow all applicable policies
Residence Life	<ul style="list-style-type: none"> • Organize a change in living arrangements that is minimally disruptive to the survivor, when necessary • Encourage students living in residence to organize and participate in Sexual Violence awareness activities • Be aware of any changes in behaviour by individual students • Participate in training on the policy and response protocol • Participate in ongoing campus prevention, education, and awareness initiatives about Sexual Violence issues • Information regarding disclosures and/or reports/complaints should be shared in-person with Manager; or Vice Principal, Students; or Director, Human Resources, respecting privacy of survivor and person(s) accused • Follow all applicable policies
Campus Police	<ul style="list-style-type: none"> • Issue a campus safety alert when it is determined that the campus may be at risk • Offer the survivor the opportunity to be interviewed by police of the same

	<p>gender, if the individual chooses</p> <ul style="list-style-type: none"> • Assist with investigations • Collaborate with London Police • Follow best practices in creating campuses that are physically safe; implements measures to reduce sexual violence on campus • Assess the physical safety of campus through regular safety audits • Engage the campus community in periodic reviews of safety procedures, where appropriate
Sexual Violence Prevention Officer [new position]	<ul style="list-style-type: none"> • Help Survivor navigate their options • Provide confidential support, referrals and assistance • Source of referral to Campus Police or London Police for reporting; or referral to on-campus health and/or off-campus community supports
Western (on-campus) Health Supports	<ul style="list-style-type: none"> • Psychological and emotional support • Assistance with safety planning • Referrals to other services, including medical services
Finance, Student Financial Services	<ul style="list-style-type: none"> • Provides access to emergency financial assistance for students in need • Participate in training on the policy and response protocol • Participate in ongoing campus prevention, education, and awareness initiatives about Sexual Violence issues • Information regarding disclosures and/or reports/complaints should be shared in-person with Manager/Supervisor; or Dean of Students; or Director, Human Resources, respecting privacy of survivor and person(s) accused • Follow all applicable policies
Campus Ministry	<ul style="list-style-type: none"> • Provides social, emotional and spiritual support, available for all students, staff and faculty
Student Associations & Student Groups	<ul style="list-style-type: none"> • Engage in educational initiatives to promote better understanding of sexual violence and the institution's policies and protocols • Provide feedback on institutional policies, resources, and protocols • Participate in training on the policy and response protocol • Participate in ongoing campus prevention, education, and awareness initiatives about Sexual Violence issues
Staff	<ul style="list-style-type: none"> • Make students aware of opportunities to attend campus initiatives relating to sexual violence • Participate in training on the policy and response protocol • Participate in ongoing campus prevention, education, and awareness campus initiatives about Sexual violence • Information regarding disclosures and/or reports/complaints should be shared in-person with Manager/Supervisor; or Dean of Students; or Director, Human Resources, respecting privacy of survivor and person(s) accused • Follow all applicable policies
Students	<ul style="list-style-type: none"> • Participate in ongoing campus Sexual Violence prevention, education, and awareness initiatives • Participate in training on the policy and response protocol • Follow the Student Code of Conduct • Provide feedback on institutional policies, resources, and protocols

APPENDIX B: Resources

1) **Emergency Resources**

2) **Campus Resources**

3) **Phonelines**

4) **Community Resources**

5) **Police and Legal Resources**

6) **Women's Shelters**

1) Emergency Resources

Get help between 8 a.m.to 4 p.m.

Visit The [Regional Sexual Assault and Domestic Violence Treatment Centre](#), located at St. Joseph's Hospital, London ([directions](#)).

Get help after hours

Call 519-646-6100, press 0 ask for the nurse on call for the Regional Sexual Assault Program to be paged.

[Western's Campus Community Police Services](#)

911 (on campus phone)

[Sexual Assault Centre London](#)

24 hour crisis & support line:

519-438-2272

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

[London Crisis Response Line](#)

24/7 Crisis Support

519-433-2023

Emergency Room at University Hospital or Victoria Hospital

Open 24/7. Referral can be made to the Regional Sexual Assault Program from the hospital.

2) Campus Resources

Service Type (weblinked)	Brief Overview of Service	Contact Information
Kings' University College		
King's Counselling and Student Development Centre (Dean of Students)	<p>Counselling services for students registered at King's University College.</p> <p>Call/Go in person/email to schedule an appointment with a Personal Counsellor</p>	<p>Wemple Building Building: W157 519-433-3491 Ext. 4321</p>
King's Campus Ministry	<p>For All Faculty, Staff and students and members of King's community.</p> <p>Call/Go in person/email to inquire about meeting with a member of Campus Ministry</p>	<p>Wemple Building: KUC W142A Campus Ministry / Parish Office: 519.963.1477 Email: campusministry@kings.uwo.ca</p>
King's Human Resources	<p>For Faculty, staff and members working on campus (i.e. volunteers)</p> <p>To seek guidance, information on Sexual Violence policy and procedures. To report/disclose information on sexual violence.</p>	<p>Wemple Building: W153 519-433-3491 x4470 Email: hrkuc@uwo.ca</p>
King's Campus Security	<p>For all members of King's community.</p> <p>Contact for help or to report case of sexual violence</p>	<p>Cell 519-521-6215 Email: dcampb58@uwo.ca</p>
Residence Office At King's	<p>For issues of security, safety or any related concerns please contact your Residence Manager.</p>	<p>http://www.kings.uwo.ca/current-students/student-life/housing-and-residence/residence-life/</p> <p>Doreen Vautour</p> <p>519-433-3491 ext. 4393</p> <p>Email: Residence@kings.uwo.ca</p>

Service Type (weblinked)	Brief Overview of Service	Contact Information
Western University - Main Campus		
Western's Sexual Violence website	This website is a source of information on sexual violence for all members of Western community including King's.	See various links within website for contact information.
Western's Campus Community Police Services	For all members of Western community including King's. For emergencies and non-emergencies.	EMERGENCY - Call 911 Non-emergencies or inquiries 519-661-3300 Location: Lawson Hall 1257
Western Education Centre for Research & Education on Violence Against Women & Children	The Centre for research is a source of information/Services/Resources for all members of Western community including King's	1137 Western Road, Room 1118 Faculty of Education Building Western University London, Ontario, CANADA N6G 1G7 519-661-4040
Student Health Services at UWO	Student Health Services is an appointment based medical clinic for all registered part-time and full-time students at Western and affiliated colleges.	Room 11, UCC 519-661-3030
Western's Student Development Centre (Psychological Services)	Counselling services for all registered part-time and full-time students at Western and affiliated colleges.	4th floor, WSSB 519-661-3031
Western's Awareness Campaign	I Know Someone - an educational, awareness, training and social marketing campaign	
Western's YouTube video: See Something; Do Something	https://www.youtube.com/watch?v=epznxZp-Jcg	

3) Phonelines

Contact	Phone lines
Western University	
Western's Campus Police	911
Western's Campus Police (non emergency line)	519-661-2111 ext. 83300
Student Health Services at UWO	
Medical:	519-661-3030
Counselling:	519-661-3771
Chaplains at Western	519-661-2111 ext. 85929
Faculty/Staff Family Practice Clinic	519-661-2047
King's University College	
King's Campus Security	519-521-6215
King's Personal Counselling	519-433-3491 ext. 4321
King's Campus Ministry	519-963-1477
King's Harassment Advisors	TBD
King's Residence Manager	519 433-3491 x4393
Off-Campus	
Sexual Assault Centre London 24 hour crisis & support line:	519-438-2272
Good2Talk Post-Secondary Student Helpline	1-866-925-5454
Employee Assistance Program (EAP) 24/7 crisis line:	1-800-668-9920
Counselling:	1-877-433-0701
Abused Women's Helpline	519-642-3000 Toll free: 1-800-265-1576
Support Services for Male Survivors of Sexual Abuse	1-866-887-0015
Ministry of the Attorney General Victim Support Line	1-888-579-2888

4) Community Resources –(Additional Resources for further reference, not for emergency situations)

Regional Sexual Assault and Domestic Violence Treatment Centre

<https://www.sjhc.london.on.ca/sexualassault>

The Sexual Assault Centre London

<http://www.sacl.ca>

London Abused Women's Centre

<http://lawc.on.ca>

London Intercommunity Health Centre

<http://lihc.on.ca>

Action ontarienne contre la violence faite aux femmes (AOcVF)

www.francofemmes.org/aocvf/

Assaulted women's helpline

www.awhl.org

DisAbled Women's Network Ontario (DAWN)

<http://www.dawncanada.net/>

Employee Assistance Program

<https://www.fseap.ca/en/>

Ethno-Racial People with Disabilities Coalition of Ontario

www.ryerson.ca/erdco

Femaide Crisis Line

www.femaide.ca

Immigrants & Refugees need to know about domestic abuse

http://www.settlement.org/sys/faqs_detail.asp?faq_id=4001342

Immigrant Services

www.is-gw.ca

Make It Our Business

<http://www.makeitourbusiness.com/>

Male Survivors of Sexual Abuse

Provincial Crisis and Support Line 1-866-887-0015

http://www.attorneygeneral.jus.gov.on.ca/english/ovss/male_support_services/default.asp

Miss G Project

http://themissgproject.wix.com/index_new

National Resource Centre on Violence Against Women

<http://vawnet.org>

Neighbours Friends & Families

<http://www.neighboursfriendsandfamilies.ca/index.php>

OCRCC: Ontario Coalition of Rape Crisis Centres

www.sexualassaultsupport.ca

Ontario Association of Interval and Transition Houses (OAITH)

www.oaith.ca

Ontario Coalition of Agencies Serving Immigrants

www.ocasi.org

Ontario Coalition of Rape Crisis Centre

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

Ontario Native Women's Association (ONWA)

www.onwa-tbay.ca

Ontario Network of Sexual Assault/Domestic Violence Treatment Centres

www.sadvreatmentcentres.ca

Ontario Women's Directorate

<http://www.citizenship.gov.on.ca/owd/english/>

Ontario Women's Health Network (OWHN)

www.owhn.on.ca

Queer Library & Resource Centre

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

Safe Pet Program, Ontario Veterinary Medical Association

http://www.ovma.org/pet_owners/safepet.html

Springtide Resources

www.springtideresources.org

Status of Women in Canada

<http://women.gc.ca>

The Metropolitan Action Committee on Violence Against Women and Children (METRAC)

www.metrac.org

Ontario Women's Directorate

<http://www.women.gov.on.ca>

[Southwesthealthline: Abuse and Sexual Assault](#)

5) Police and Legal Resources

[London Police](#)

[Western's Campus Community Police Services](#)

[Ministry of the Attorney General:
Programs and Services for victims of Crime](#)

Family Law Education for Women

<http://onefamilylaw.ca/>

Restraining Orders: Information regarding process and steps

http://www.attorneygeneral.jus.gov.on.ca/english/family/guides/restraining_order/

Ontario Women's Justice Network (OWJN)

www.owjn.org

Criminal Injuries Compensation Board

<http://www.cicb.gov.on.ca/en/index.htm>

[Ontario Women's Directorate](#)

[Government of Canada – Justice Laws website](#)

Ontario's Action Plan to stop sexual violence and harassment:

It's Never Okay

http://www.ontario.ca/home-and-community/we-can-all-help-stop-sexual-violence?_ga=1.108537732.706054106.1430002240

Victim/Witness Assistance Program

<http://info.london.on.ca/details.asp?id=14135>

Legal Aid (London)

<http://www.legalaid.on.ca/en/contact/about.asp?place=879686>

6) Women's Shelters

[Sheltersafe \(locate a shelter for women anywhere in Canada\)](#)

Shelters for Abused Women in Ontario

<http://www.211ontario.ca/>

[Women's Community House](#)

[London Abused Women's Centre](#)

[Zhaawanong Shelter \(Atlohsa Native Family Healing Services\)](#)

[My Sister's Place](#)

[Southwesthealthline:](#)

[Shelters, Transitional Housing and Drop-in Centres for Women - South West](#)

[LGBTQ Resources - counselling contact information available through Campus Ministry or the Dean of Students' Office](#)