



TRANS CANADA TRUCK DRIVING SCHOOL INC.  
6355 Kennedy Rd Unit 12A Mississauga, ON L5T 2S8  
647-239-5001 transcanada.td@gmail.com

## Career College Sexual Violence Policy

### 1. Sexual Violence Policy

- a) Trans Canada Truck Driving School Inc. is committed to providing its students with an educational environment free from sexual violence and treating its students who report incidents of sexual violence with dignity and respect.
- b) Canada Truck Driving School Inc. 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 students that have occurred on its campus, or at one of its events and involve its students.
- c) The person accused of engaging in sexual violence will be referred to as the "Respondent" and the person making the allegation as the "Complainant".

2. Definition of Sexual Violence 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 included sexual assault, sexual harassment stalking, indecent exposure, voyeurism and sexual exploitation.

### 3. Training, Reporting, and Responsibilities to Sexual Violence

- a) Trans Canada Truck Driving School Inc. will include a copy of the Sexual Violence Policy in every contract made between it and its students, and provide a copy of the Sexual Violence Policy to career college management (corporate directors, controlling shareholders, owners, partners, other persons who manage or direct the career college's affairs, and their agents), instructors, staff, other employees and contractors and train them about the policy and its processes of reporting, investigating and responding to complaints of sexual violence involving its students. "Any company participating in offering student internships 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 students access to those policies should they encounter issues relating to sexual violence in the workplace.
- b) The Sexual Violence Policy shall be published on its website (or where the Career College does not have website in a conspicuous location on each of its campuses). Career college management, instructors, staff other employees and contractors of Trans Canada Truck Driving School Inc. will report incidents of or complaints of sexual violence to Tejinder Singh Bhinder at Trans Canada Truck Driving School Inc. (647-239-5001) upon becoming aware of them.
- c) Students who have been affected by sexual violence or who need information about support service should contact Tejinder Singh Bhinder at Trans Canada Truck Driving School Inc. (647-239-5001).



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d) Subject to Section 4 below, to the extent it is possible, Trans Canada Truck Driving School Inc. will attempt to keep all personal information of persons involved in the investigation confidential except on those circumstance where in the investigation it believes as 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 complaints/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/Students or the Respondent.

e) Trans Canada Truck Driving School Inc. recognizes the right of the Complainant not to report an incident or make a complaint about sexual violence or not request an investigation and not to participate in any investigation that may occur.

f) Notwithstanding (f) above, in certain circumstances, Trans Canada Truck Inc. may be required by law or its internal policies to initiate an internal investigation and/or inform police without the complainants' consent if it believes that the safety of members of its campus or the broader community is at risk.

g) In all cases, including (f) above, Trans Canada Truck Driving School Inc. will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact Tejinder Singh Bhinder at 647-239-5001.

h) In this regard, Trans Canada Truck Driving School Inc. will assist students who have experienced sexual violence in obtaining consulting 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. Students are not required to file a formal complaint in order to access supports and services.

#### 4. Investigating Reports of Sexual Violence

a) Under this Sexual Violence Policy, any student of Trans Canada Truck Driving School Inc. may file a report of an incident or a complaint to Tejinder Singh Bhinder in writing. Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Tejinder Singh Bhinder will respond promptly and determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation;



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1. Determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;
2. Determine whether the incidents should be referred immediately to the police; In such cases or where civil proceedings are commenced in respect of allegations of sexual violence, Trans Canada Truck Driving School Inc. may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures

c) 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.

d) 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 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 witnesses the incident and a complete description of what occurred;

Subsection 36.0.2 of Ontario Regulation 415/06 (General) under the Private Career Colleges Act, 2005 has been amended.

The regulation amendment comes into effect on March 1, 2022 sexual violence policies to reflect two new requirements, as follow:

a. If students, in good faith, report an incident of, or make a complaint about, sexual violence, they will not be subject to discipline or sanctions for violations of the private career college's policies relating to drug or alcohol use at the time the alleged sexual violence occurred;

b. Students who disclose their experience of sexual violence through reporting an incident of, making a complaint about, or accessing supports and services for sexual violence, will not be asked irrelevant questions during the investigation process by the private career college's staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history.

3. Information 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 witness the Respondent feels are essential to the investigation; Interviewing any person involved or who has, or may have, knowledge of the incident and any investigation; and Following the investigation, Tejinder Singh Bhinder will;

(A) Review all of the evidence collected during the investigation;

(B) Determine whether sexual violence occurred; and it so



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(C) Determine what disciplinary action, if any, should be taken as set out in Section 5 below.

#### 5. Disciplinary Measure

If it is determined by Trans Canada Truck Driving School Inc. that Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include;

- a) Disciplinary action up to and including termination of employment of instructors or staff; or
- b) Expulsion of a student; and/or
- c) The placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or
- d) Any other actions may be appropriate in the concomitant.

#### 6. Appeal

Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal decision Tejinder Singh Bhinder within 10 days by submitting a letter addressed Tejinder Singh Bhinder at Trans Canada Truck Driving School Inc., 6355 Kennedy Rd Unit 12A Mississauga ON L5T 2S8 advising of the person's intent to appeal the decision.

#### 7. Making False Statements

- a) It is 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.
- b) Individuals who violate this Sexual Violence Policy are subjected to disciplinary and/or corrective action up to and including termination of employment of instructors or staff or expulsion of a student.

#### 8. Reprisal

- a) 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 complaint, or otherwise been involved in the complaint investigation process.
- b) Individuals who violate this Sexual Violence Policy are subjected to disciplinary and/or corrective action up to and including termination of employment of instructors or staff or expulsion of a student.

#### 9. Review

- A) Trans Canada Truck Driving School Inc. shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.
- B) Trans Canada Truck Driving School Inc. shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. The review date will be August 30, 2020.

10. Collection of Student Data Trans Canada Truck Driving School Inc. shall collect and be prepared



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to provide upon request by the Superintendent of Private Career College 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.

### **Supports and Services in the Community (O.Reg.415/06,S.36.0.2(1)(b) )**

1. Canadian Red Cross  
(Address-557 Dixon Rd,Etobicoke,ON,M9W6K1)  
(Contact Number-416-480-2500)
  
2. Humberwood Medical Clinic  
(Address-680 Rexdale Blvd,Etobicoke,ON,M9W0B5)  
(Contact Number-416-679-0100)
  
3. Newcomer Information Centre  
(Address-3540 Morning Star Dr,Mississauga,ON,L4T1Y2)  
(Contact Number-905-615-4640)
  
4. Humberwood Community Center  
(Address-850 HumberwoodBlvd,Etobicoke,ON,M9W7A6)  
(Contact Number-416-394-5700)