



TORONTO  
ECONOMICS  
& MANAGEMENT COLLEGE



Canadian Nursing Review Program for IENs

# Student Handbook

2023

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## PREFACE

The purpose of this Handbook is to provide you with important information about the Canadian Nursing Review Program and to direct you to other general information about studying with Toronto Economics and Management College (TEMC).

This Handbook should be read in conjunction with other guidelines available on TEMC's course webpage: <https://temcolleges.ca/Canadian-nursing-review-program-for-iens> and our official website at: <https://temcolleges.ca>

The material in this Handbook is as accurate as possible at the time of production (March 13, 2023).

Please forward any comments or suggestions relating to the content of this Handbook to [admin@temcolleges.ca](mailto:admin@temcolleges.ca)

## 1. INTRODUCTION

### 1.1 About TEMC

TEMC is a leading private career training institution based in North York, Ontario and is also approved as a Designated Learning Institution - DLI # O142167031052. This designation means that TEMC is approved by the government to host international students. Students can search for TEMC's DLIs status on the Immigration, Refugees and Citizenship Canada (IRCC) website.

Founded in 2014, TEMC has provided domestic and international students with high-quality professional training with the right skill-sets to meet current employment market demand. Our students' success is what motivates us, and we proudly maintain a high level of alumni employed within their chosen field. TEMC strives to help graduates succeed and meet the needs of industry employers.

Every day, we make it our mission at TEMC to successfully address individual student needs and provide quality education geared towards long-standing and successful careers.

## 1.2 Our Objectives

The objectives of TEMC are the following:

- To ensure that TEMC graduates gain the skills, knowledge and attributes required to succeed in realizing their academic and professional goals.
- To be inclusive, open and responsive to the diverse needs of all TEMC students.
- To promote social, civil, ethical and environmental responsibility to all TEMC students and staff.

## 1.3 Our Mission

Our mission is to provide our students with the best learning experience using the most advanced and latest education, tools, teaching methods, and information to develop sustainable skills and attitudes that are necessary to gain greater access in the industry. And we continuously upgrade our teaching techniques and methodologies to evolve and update our educational best practices.

## 1.4 Our Values

At TEMC, we take pride in acting according to our set of values:

- Fairness and Integrity applied to all students regardless of background and circumstances
- A spirit of innovation and challenge
- Open and active participation
- Respect for the Canadian principles of diversity, inclusiveness, and honesty

# 2. THE CANADIAN NURSING REVIEW PROGRAM FOR IENS

## 2.1 Introduction

The Canadian Nursing Review Program for IENSs was designed to provide experienced Internationally education nurses (IENSs) with the skills and knowledge needed to excel in the nursing profession in Canada.

As the demand for skilled nurses in Canada continues to rise to critical levels, TEMC is committed to providing IENSs with the resources necessary to succeed in this dynamic and rewarding field. Our Canadian Nursing Review Program offers a comprehensive and in-depth review of nursing concepts, as well as hands-on training and practical experience, to ensure that IENSs are fully prepared to pass their licensing exams and continue to work in their chosen profession as competent and compassionate nurses in Canada.

## 2.2 Program class / type

The Canadian Nursing Review Program for IENs involves 3 learning components:

### Professional development and skill upgrading

This component of the program is designed solely for individuals who are both qualified and currently or recently employed as nurse. All IENs in the program must have some experience in the nursing profession and intend to upgrade or maintain skills to remain employed as a licensed nurse in Canada.

### Qualifying exam preparation

This program component prepares IENs specifically and only to write qualifying examinations including the NCLEX-RN exam, REX-PN exam and Jurisprudence Exam.

### Language training

This program component exclusively provides language instruction. Language training includes CELBAN/IELTS exam preparation and medical/healthcare English terminology.

Each of the program types outlined above are exempt programs that are not subject to the provisions provided in the *Private Career Colleges Act, 2005*. For more information on program exemptions, visit: <https://www.ontario.ca/page/exemptions-registration-private-career-colleges>

## 2.3 Program Structure

This is not a certificate or diploma program. Rather, each of the program components are designed for experienced IENs to enhance and maintain their nursing skillsets in a Canadian healthcare setting and to meet the legal and professional requirements to register as a nurse in Canada.

The program components are based on sound pedagogical structures to ensure that the learning is engaging, enjoyable and fun to study. The programs are taught by healthcare professionals with several years of teach experience and who must undergo a rigorous quality assurance process in terms of education delivery.

The entire program is delivered over an 18-month period and consists of the 3 program components outline above (professional development and skill upgrading, qualifying exam preparation and language training) and consists of a clinical placement / internship at a healthcare facility.

Program summary:

- **Course duration** - 18 months
- **Hours of instruction** - 1000 hrs (instructional) + 500 (placement)
- **Course delivery** - In class
- **Term status** - Full-time

## 2.4 Course Modules

### Medical Terminology and Healthcare Communication

An English language and professional development module designed for IENs to ensure English fluency in the nursing and medical field.

### Nursing Review

A professional development module designed to help IENs update their nursing skills according to Canadian guidelines and to maintain their profession in the nursing field in Canada.

### CELBAN/IELTS Exam Preparation

An English language exam preparation module designed to maximize the IENs English competency test score which is required for Nurse registration in Canada.

### Nursing Registration Exam Preparation

An exam preparation module focused on preparing IENs for their nursing registration exam including exam preparation strategies, study tips, and practice questions to help participants feel more confident and prepared for their licensing exams.

### Jurisprudence Exam Preparation

An exam preparation module focused on preparing IENs for their jurisprudence exam which test a nurse's knowledge of the laws, regulations, and ethical standards that govern nursing practice in a specific Canadian province.

### Clinical Placement

A professional development module that allows IENs to apply their knowledge and skills in a real-world setting under the supervision of a registered nurse (RN) or other healthcare professional.

## 3. ENTRY REQUIREMENTS

### 3.1 Academic / professional requirements

Students must satisfy ALL of the following:

- Nursing Degree or Nursing Diploma
- Must be registered as a nurse in their home country
- Minimum 2 years of work experience within the past 5 years.
- Pass an interview with a TEMC Advisor

### 3.2 English Requirements

Students must satisfy only one of the following:

- Nursing qualifications delivered in English
- Nursing experience in an English setting (conditions apply)
- IELTS of 6.0 (overall)

## 4. APPLICATION PROCESS

The step-by-step application process can be described as follows:

### Step 1

Submit your application through our online application form found on the program webpage at: <https://www.temcolleges.ca/canadian-nursing-program-for-iens>

Or access the application form directly at:

<https://form.jotform.com/TEMC/canadian-nursing-program-for-IENs>

### Step 2

If you meet our eligibility requirements, you will receive an offer letter within 5 business days after submitting your application. The offer letter will include instructions to pay a tuition fee in order to secure your seat.

### Step 3

Once you have paid your tuition fee deposit, you will receive a Letter of Acceptance (LOA) within 5 business days allowing you to start the visa application process. You may be required to attend a short interview (virtually) before the LOA is issued.

### Step 4

Apply for study visa.

### Step 5

After Visa is accepted, pay agreed tuition fee (instalments accepted)

## 5. NATIONAL NURSING ASSESSMENT SERVICES

The National Nursing Assessment Service (NNAS) provides a streamlined assessment service for IENs interested in applying to be a registered nurse in Canada. The purpose of the NNAS application process is to evaluate and authenticate your nursing qualifications, work experience and nursing license(s).

This process is one of the most important steps in becoming a nurse in Canada and all IENs are legally required to submit an application to the NNAS. After assessment by the NNAS, the provincial regulatory body may require further assessment or courses. TEMC provides guidance to all students regarding this process. For more information, please visit their website at [www.nnas.ca](http://www.nnas.ca)

Although it's not mandatory, TEMC recommends all IENs to submit their application to the NNAS before arriving in Canada. Alternatively, students can choose to apply after arriving in Canada.

## 6. TUITION FEE / REFUND POLICY

Although our program is not subject to the provisions provided in the *Private Career Colleges Act, 2005*, our Tuition Fee and Refund Policy was written in compliance with the guidelines set by the Ministry of Training Colleges and Universities' (MTCU).

All tuition-related fees must be paid by the due dates as outlined in the important dates schedule shared with students during the application process. If fees remain unpaid after the published deadlines, enrolment restrictions will be applied and can include loss of training and systems access.

### 6.1 Paying fees

- When fees are due for an entire academic year, students may request to pay for only one academic term at a time.
- A tuition fee deposit must be paid once in an academic year by all postsecondary students in a full-time program. Tuition fee deposits are non-refundable even if the student does not attend the college.

### 6.2 Students with Disabilities

Any student with a permanent disability who requires additional terms to complete their program because of a learning accommodation, is eligible to pay a reduced tuition fee of \$20 per course for a reduced course load, plus ancillary fees. This rate only applies once they have paid the full tuition fees to complete the program in the approved duration. Such instances must be documented and tracked through Counselling and Accessibility Services

### 6.3 Tuition refunds

- Tuition deposits are non-refundable. Any tuition fee refund that is required to be paid shall not include the tuition deposit of \$500 at any time.
- Students must submit a request for a tuition fee refund in writing and with supporting documentation to the Registrar's Office.
- Students who submit formal notification of withdrawal within published deadlines are entitled to a refund of tuition and ancillary fees as follows:
  - Domestic students who have withdrawn within published deadlines or prior to the start of term, a full refund of tuition and ancillary fees, less the designated non-refundable tuition deposit of \$500, will be issued.



- For international students who have withdrawn from TEMC within published deadlines or prior to the start of term, a full refund of tuition and ancillary fees, less the tuition fee deposit fee of \$500, will be issued.
- For International students who present documented VISA denial prior to the start of term, a full refund of tuition and ancillary fees, less the tuition fee deposit of \$500 will be issued. Students must provide evidence by sending a copy of the visa refusal letter by email to: [admin@temcolleges.ca](mailto:admin@temcolleges.ca)
- continuing education students will have varying deadlines for a refund depending on the length and duration of the course.
- A full refund will be issued for any tuition and ancillary fees paid in advance for future terms. Students who have paid for future terms will be eligible for a refund for future terms if they formally withdraw 10 days before the start of classes. Students who formally withdraw from courses after published deadlines from the start of the term will be entitled to a full refund of any fees paid in advance for subsequent terms.
- A tuition fee refund may be considered outside the normal timeframes in extenuating medical or personal circumstances. Requests must be submitted in writing with supporting documentation

## 7. STUDENT CODE OF CONDUCT

TEMC's Code of Conduct sets out standards of acceptable behaviour required of all students. This code of conduct is intended to safeguard the reputation and integrity of TEMC while also creating a safe and productive study environment for students. The code of conduct covers both academic standards of conduct and general standards of conduct required at TEMC.

### 7.1 Integrity of Academic Work

Students are expected to:

- Conduct themselves in compliance with TEMC's published policies
- Submit academic work that is free of plagiarism or collusion.
- Actively participate in the learning process.
- Be familiar with resources available to assist them in conducting their studies including resources to help students avoid plagiarism.
- Comply with the proper use of copyright materials.
- Attend scheduled course activities and submit assessment tasks on time (if required), unless unforeseen or exceptional circumstances arise.

## **7.2 Equity and Respect**

Students are expected to:

- Treat all staff and other students with courtesy, tolerance, and respect.
- Respect the rights of others to be treated equitably, free of all forms of unlawful discrimination and harassment, including sexual harassment.
- Respect the rights of others to express views and opinions and not engage in behaviour that may be considered offensive to others.
- Avoid engaging in behaviour that is unlawful, discriminatory, or offensive.
- Avoid engaging in behaviour that is perceived to be threatening or intimidating or causes any person to fear for their personal well-being.

## **7.3 Conduct on Campus**

Students are expected to:

- Demonstrate respect for staff and students while on campus premises.
- Turn off mobile phones during class times and assessments.
- Speak in English at all times.
- Refrain from eating and drinking in classrooms.
- Undertake all required preparation for classes, such as readings.
- Not participate in any learning activity, such as tutorials or laboratory classes, while under the influence of alcohol or other drugs.

## **7.4 Investigation of Misconduct**

Any breaches of the guidelines outlined in the code of conduct may be considered misconduct. Where there are reasonable grounds to believe that academic or general misconduct has occurred, TEMC will investigate the alleged misconduct and determine the level of seriousness of any reported breach. TEMC reserves the right to cancel a student's enrolment if it is satisfied that a serious breach has been committed.

## 8. PATHWAYS TO WORK AND REMAIN IN CANADA

There are multiple pathways that may allow Internationally Educated Nurses (IENs) to work and stay in Canada after successfully completing the program and registering as a licensed nurse in Canada.

There is currently a severe shortage of nurses to fill available positions in Canada, reaching critical levels which is negatively impacting the Canadian healthcare system. Therefore, IENs who successfully register as a nurse in Canada are considered some of the most attractive and in-demand employees for Canadian healthcare employers.

Because of this, IENs who become licensed nurses in Canada may access a number of different pathways to work and remain in Canada after they finish our program. These include:

A. Temporary Foreign Worker Program (TFWP)

This program allows employers to hire foreign workers to fill temporary or permanent labour shortages in Canada. If an international student completes a program of study and has several years of work experience in their field, they may be eligible to apply for a work permit under the TFWP. However, the employer must obtain a Labour Market Impact Assessment (LMIA) from Employment and Social Development Canada (ESDC) to demonstrate that there are no Canadians or permanent residents available to fill the position.

B. International Mobility Program (IMP)

This program allows international students to work in Canada under certain circumstances without the need for an LMIA. For example, if an international student is offered employment through an international agreement, such as a trade agreement or a reciprocal employment agreement, they may be eligible to apply for a work permit under the IMP.

C. Provincial Nominee Programs (PNPs)

Many provinces and territories in Canada have their own immigration programs, such as PNPs, that allow them to nominate individuals who have the skills and experience required by their local labour market for permanent residency in Canada. If an international student completes a program of study and is nominated by a province or territory through a PNP, they may be eligible to apply for a work permit under the IMP.

Although TEMC works with IENs to help secure employment, students should research and understand the eligibility criteria for various work permit programs and consult with a qualified immigration lawyer or consultant to determine their eligibility and ensure that they follow the correct application process.

## 9 COMPLAINTS POLICY

TEMC is committed to providing a learning and working environment in which complaints are responded to promptly and with minimum distress and maximum protection to all parties. As part of its commitment to creating a supportive and open organisational culture, TEMC is committed to ethical and responsible management, transparency in its decision-making processes, and a visible, accessible and fair complaints process. TEMC views student complaints as providing an opportunity to review and improve its policies and practices, and also to gain insight into student's levels of satisfaction.

### 9.1 Responsibilities of Managers, staff and students

Managers and other designated staff at TEMC are responsible for responding appropriately to complaints. A designated manager is responsible for coordinating the resolution process in keeping with the TEMC complaint handling principles, relevant policies and procedures. The designated manager is also responsible for ensuring that staff and complainants involved in the complaint resolution process understand their rights and responsibilities in relation to this policy. All students and staff have a responsibility to contribute to the achievement of a productive, safe and equitable study and work environment at TEMC

In particular, students and staff have a responsibility to:

- Participate in the complaint resolution process in good faith
- Co-operate fully in any investigation process
- Aim to reach satisfactory resolution wherever possible
- Avoid complaining about the same matter to several different units or individuals at the same time
- Avoid making complaints with a mischievous or malicious intent
- Students may make a complaint about any matter, which relates to their program of study at TEMC.

### 9.2 Accountability for Complaints

A key principle in the TEMC complaint resolution process is that complaints are resolved wherever possible at the lowest appropriate level of management. Students are encouraged to raise their complaint in the first instance directly with the person concerned. This is appropriate in matters where the student feels comfortable with making a direct approach, or where the complaint does not relate to allegations of unlawful behaviour (e.g. assault, illegal discrimination or harassment, corruption).

Where it is not appropriate for the student to raise the issue directly with the other person/s, they can make a complaint to any other person of authority. The Manager of TEMC is responsible for receiving and investigating complaints from students. All students have the option of making a formal written complaint to the Manager. The Manager will gather information and seek advice before responding.

### **9.3 Assistance for students in making a complaint**

Students may wish to seek advice and assistance in lodging a complaint from one of the instructors at TEMC. A complaint to a person of authority can be made in writing, and due to the requirements of procedural fairness the complainant will have to be identified unless the facts of the matter are not in dispute.

If the complaint is about a staff member:

The complaint should be made to the Manager.

If the complaint is about another student:

The complaint should be made to the Instructor and/or the Manager, and the complaint will then be reviewed and resolved.

If the complaint relates to someone external to TEMC:

The complaint should be made to the Manager who will then follow the policy and take appropriate action

## **10. SEXUAL VIOLENCE POLICY**

### **A. DEFINITIONS / MEANINGS**

#### **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 ASSAULT**

A criminal offence under the Criminal Code of Canada. Sexual assault is any type of unwanted sexual act done by one person to another that violates the sexual integrity of the victim and involves a range of behaviours from any unwanted touching to penetration. 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, or that is carried out in circumstances in which the person has not freely agreed, consented to, or is incapable of giving consent.

## **CONSENT**

- silence or non-communication must never be interpreted as consent and 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 or coerced (i.e. is not agreeing voluntarily) into engaging in the sexual activity is not consenting to it;
- a person who is drugged is unable to consent;
- a person is 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 acts;
- the fact that consent was given in the past to a sexual or dating relationship does not mean that consent is deemed to exist for all future sexual activity;
- a person can withdraw consent at any time during the course of a sexual encounter;
- a person is incapable of giving consent to a person in a position of trust, power or authority, such as a faculty member initiating a relationship with a student who they teach, an administrator in a relationship with anyone who reports to that position;
- consent cannot be given on behalf of another person.

It is the responsibility of the initiator of sexual activity to ensure clear and affirmative responses are communicated at all stages of sexual engagement. It is also the initiator's responsibility to know if the person they are engaging with sexually is a minor.

## **ACQUAINTANCE SEXUAL ASSAULT**

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

## **AGE OF CONSENT FOR SEXUAL ACTIVITY**

The age at which a person can legally consent to sexual activity. In Canada, children under 12 can never legally consent to sexual acts. Sixteen is the legal age of consent for sexual acts. There are variations on the age of consent for adolescents who are close in age between the ages of 12 and 16. Twelve and 13 year-olds can consent to have sex with other youth who are less than 2 years older than themselves. Youth who are 14 and 15 years old may consent to sexual involvement that is mutual with a person who is less than 5 years older. Youths 16 and 17 years old may legally consent to sexual acts with someone who is not in a position of trust or authority.

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In the context of sexual violence, coercion is unreasonable and persistent pressure for sexual activity. Coercion is 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.

#### **DRUG FACILITATED SEXUAL ASSAULT**

The use of alcohol and/or drugs (prescription or non-prescription) by a perpetrator to control, overpower, or subdue a victim for purposes of sexual assault.

#### **INDECENT EXPOSURE**

The exposure of the private or intimate parts of the body in a lewd manner, when the perpetrator may be readily observed.

#### **STALKING**

A form of criminal harassment prohibited by the Criminal Code of Canada. It involves behaviours that occur on more than one occasion and which collectively instill fear in the victim/target or threaten the victim/target's safety or mental health. Stalking can also include threats of harm to the victim/target's friends and/or family. These 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.

#### **SEXUAL HARRASMENT**

Engaging in a course of conduct of a gender-related or sexual nature that is known or might reasonably be known to be unwelcome/unwanted, offensive, intimidating, hostile, or inappropriate. Depending on its severity, one action may constitute sexual harassment.

This may include, but is not limited to: demeaning gestures, remarks and jokes; slurs, taunting, innuendo based on gender or sexual orientation; unwanted physical contact; leering; inappropriate comments about clothing, physical characteristics or activities; unwanted questions or comments about one's private life, sexual orientation, marital or family status; the display of sexually offensive material; solicitation; unwanted attention; implied or expressed promise of reward or benefit in return for sexual favours; implied or expressed threat or act of reprisal if sexual favours are not given; or sexual assault (Criminal Code offense).

#### **SEXUAL EXPLOITATION**

Occurs when a perpetrator takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

## **SURVIVOR**

Some who have experienced sexual violence may choose to identify as a survivor. Individuals might be more familiar with the term 'victim'. We use the term survivor throughout this policy where relevant because some who have experienced sexual assault believe they have overcome the violent experience and do not wish to identify with the victimization. It is the prerogative of the person who has experienced these circumstances to determine how they wish to identify.

## **VOYEURISM**

Observing a person, including by mechanical or electronic means, or making a visual recording of a person who is in circumstances that give rise to a reasonable expectation of privacy.

## **B. THE SCOPE**

This Policy applies to all members of Toronto Economics and Management College (TEMC) including: all employees, governors, students, contractors, suppliers of services, individuals who are directly connected to any TEMC initiatives, volunteers, and visitors. TEMC runs its Sexual Assault and Sexual Violence Policy by using guidance of the Private Career Colleges Act, 2005 and the Regulation 415/06. to complaints of sexual violence that have occurred on TEMC campus or at a one of our events and involve our students.

## **C. POLICY STATEMENT**

TEMC is committed to being a safe and positive space where members of the TEMC community feel able to work, learn, and express themselves in an environment free from sexual violence. We endeavour to reduce sexual violence in our College community and create a safe space for survivors and those who are affected by sexual violence.

All reported incidents of sexual violence will be investigated.. It is the intention of TEMC that individuals feel comfortable about making a report in good faith about sexual violence that they have experienced or witnessed.

TEMC recognizes that sexual violence can occur between individuals regardless of sexual orientation, gender, gender identity, or relationship status as articulated in the Ontario Human Rights Code. We also recognize that individuals who have experienced sexual violence may experience emotional, academic, financial, or other challenges.

### **TEMC IS COMMITTED TO:**

- participating with internal in the creation of a campus atmosphere in which sexual violence is not tolerated;



- treating individuals who disclose sexual violence with compassion and recognizing them as a decision maker regarding their interests;
- assisting those who have been affected by sexual violence by providing choices, including detailed information and support, which may include a provision of and/or referral to counselling and medical care, information about legal options;
- ensuring that those who disclose that they have been sexually assaulted have their experiences validated, and that their right to dignity and respect is protected throughout the process of disclosure, investigation, and institutional response;
- engaging in public education and prevention activities, which would include appropriate training of the TEMC community about responding to the disclosure of sexual violence; and
- providing information that may affect the TEMC community about sexual violence on campus.

#### **D. REPORTING AND RESPONDING TO SEXUAL VIOLENCE**

1. Any member of the TEMC community who has been subject to sexual violence is encouraged to immediately report such an incident.
2. Any member of the TMEC community who has witnessed, or who has knowledge of, an incident of sexual violence perpetrated against another member of the TEMC community is encouraged to immediately report such an incident.
3. Persons in a position of authority at TEMC, including but not limited to, all those who supervise others, shall take immediate action to respond to or to prevent sexual violence from occurring.
4. Where TEMC has become aware of an incident of sexual violence, or a threat of sexual violence, TEMC will take all reasonable steps to ensure the safety of the TEMC community. Where an incident of sexual violence or a threat of sexual violence poses a risk to the safety of a member or members of the TEMC community, precautions may include the provision or disclosure of relevant information to an employee, to employees, and/or to others at risk.
5. 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.
6. 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.

## **E. COMPLAINT PROCESS AND INVESTIGATIONS**

This Policy prohibits sexual violence which 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.

### **RIGHT TO WITHDRAW A COMPLAINT**

A complainant has the right to withdraw a complaint at any stage of the process. However, TEMC may continue to act on the issue identified in the complaint in order to comply with its obligation under this Policy and/or its legal obligations. TEMC may also continue to act when there is a threat to the safety of the TEMC community.

### **PROTECTION FROM REPRISALS RETALIATION OR THREATS**

It is contrary to this Policy for anyone to retaliate, engage in reprisals, or threaten to retaliate against a complainant or other individual for:

- having pursued rights under this Policy or the Ontario Human Rights Code;
- having participated or co-operated in an investigation under this Policy or the Ontario Human Rights Code; or
- having been associated with someone who has pursued rights under this Policy or the Ontario Human Rights Code.

TEMC takes reasonable steps to protect persons from reprisals, retaliation, and threats. This may entail, for example, advising individuals in writing of their duty to refrain from committing a reprisal and sanctioning individuals for a breach of this duty. TEMC may also address the potential for reprisals by providing an accommodation appropriate in the circumstances.

### **UNSUBSTANTIATED OR VEXATIOUS COMPLAINTS**

If a person, in good faith, discloses or files a sexual violence complaint that is not supported by evidence gathered during an investigation, that complaint will be dismissed. Disclosures or complaints that are found, following investigation, to be frivolous, vexatious or bad faith complaints, that is, made to purposely annoy, embarrass or harm the respondent, may result in sanctions and/or discipline against the complainant.

## **F. CONFIDENTIALITY**

A complaint of sexual assault or any other kind of sexual violence can be filed under this Policy by any member of the TEMC community. TEMC will seek to achieve procedural fairness in dealing with all complaints. As such, no sanction and/or disciplinary action will be taken against a person or group without their knowledge where there is an alleged breach of this Policy. Respondents will be given reasonable notice, with full detail of the allegations, and provided with an opportunity to answer to the allegations made against them.

Confidentiality is particularly important to those who have disclosed sexual violence. The confidentiality of all persons involved in a report of sexual violence must be strictly observed, and TEMC does its best to respect the confidentiality of all persons, including the complainant, respondent, and witnesses by restricting routine access to information to individuals with a need for such access providing education and training to those who are regularly involved in the administration of reports and complaints.

However, confidentiality cannot be assured in the following circumstances:

- an individual is at imminent risk of self-harm;
- an individual is at imminent risk of harming another; and/or
- there are reasonable grounds to believe that others in the TEMC or wider community may be at risk of harm.

In such circumstances, information would only be shared with necessary services to prevent harm, and the name of the survivor would not be released to the public.

Where TEMC becomes aware of an allegation of sexual violence by a member of the TEMC community against another member of the TEMC community, TEMC may also have an obligation to take steps to ensure that the matter is dealt with in order to comply with TEMC's legal obligation and/or its policies to investigate such allegations. In such cases, certain TEMC administrators will be informed about the reported incident on a 'need to know' and confidential basis, but not necessarily of the identities of the persons involved.

## **G. SUPPORT AND SERVICES ON CAMPUS**

The General Manager of TEMC Provides referrals to counselling and medical services; safety planning; assistance with academic and workplace accommodations; self-care resources; advocacy and help in navigating resources. Also provides assistance in making informed decisions about next steps involving reports to the police.

Students can call TEMC between Monday and Friday (8:30am to 4:00pm) on 1 (877) 894-9007 or email us at [admin@temcolleges.ca](mailto:admin@temcolleges.ca)

## **H. SUPPORT SERVICES IN THE COMMUNITY**

Visit our Policy web page at: <https://www.temcolleges.ca/sexual-violence-and-sexual-harrasment-po>