

# POLICY ON SEXUAL VIOLENCE AND HARASSMENT

## Description

The Three-Year Psychoanalytic Psychotherapy Diploma Program conducts business in 427 Vaughan Road, Toronto, ON

### 1. POLICY

- 1.1 The Three-Year Psychoanalytic Psychotherapy Diploma Program takes a position of Zero Tolerance with regard to workplace violence. No worker/student under any circumstances is allowed to exhibit violent behaviour towards others, including but not limited to employees, clients, customers, consultants, faculty, students, administration, service providers or any other third parties that are interacted with through the course of work/study for The Program.
- 1.2 Should an employee/student/faculty perpetrate an act of workplace violence, The Program will exercise measures in response to that employee's/student's/faculty member's behaviour, up to and including termination.
- 1.1. The Three-Year Program will implement an Ethics Committee to reduce and respond to incidents of Workplace Violence with the objective of promoting a safe and secure educational environment for all employees/students/faculty.

### 2. DEFINITIONS

The Three-Year Psychoanalytic Psychotherapy Diploma Program defines Workplace Violence as:

1. the exercise of physical force by a person against a worker/student in a workplace that causes or could cause physical injury to the worker/student
2. an attempt to exercise physical force against a worker/student in a workplace that could cause physical injury to the worker/student
3. a statement or behaviour that is reasonable for a worker/student to interpret as a threat to exercise physical force against the worker/student, in a workplace, that could cause physical injury to the worker/student
4. The Program defines domestic violence as the expression of physical force, an attempt to exercise physical force, or a threat to exercise physical force, that could cause physical injury and is perpetrated by one or more family members or significant other against one or more family members or significant other.
5. Acts of Violence can include but are not limited to:
  - Pushing, Shoving
  - Punching
  - Throwing an object at someone
  - Pushing an object into someone
  - Cutting
  - Shooting
  - Biting and Scratching

- Tripping others deliberately
- Attempts to do physical harm
- Verbal threats with intent to cause physical harm

### **3. PROCESS**

The Program will respond to incidents of violence by:

1. The Ethics Committee or an external investigator conducts a thorough investigation through the following steps:
2. Informs senior leadership that an investigation is taking place.
3. Contacts all the necessary authorities regarding the incident (police, Ministry of Labour).
4. Consults legal counsel for guidance as needed.
5. Conducts interviews with complainants, accused and witnesses to obtain Incident Reports.
6. Compiles all previous records of violence by the accused.
7. Compiles police reports, if applicable.
8. Compiles reports of the complainant.
9. Compiles Statements and Response from the Accused.
10. Reviews all documentation.
11. Engages in a consensus decision-making process where applicable.
12. Makes a decision and/or recommendations regarding the accused and/or the incident.
13. Shares decision with Senior Leadership, HR, Legal Counsel where applicable, who will determine final actions.

### **4. RESPONSE**

1. Inform the complainant of the judgement, options and next steps.
2. Inform accused of the judgement, support options and next steps.
3. Explain actions coming from the judgement to all relevant employees.
4. Employees/students who, with good intentions, provide information about actions they believe to be threatening or potentially violent will not be subject to disciplinary actions should an investigation prove their report to be unsubstantiated.
5. Employees/students who are found to have maliciously and/or intentionally wrongfully accused an individual of workplace violence may be subject to disciplinary action up to and including termination.
6. Employees who are found to be at risk of engaging in violent conduct or who have engaged in violent conduct may be subject to discipline, suspension or dismissal.

### **5. REPORTING AN INCIDENT**

- 5.1 If students, in good faith, report an incident of, or make a complaint about, sexual violence, they will not be subject to actions for violations of the institutions policies relating to drug or alcohol use at the time the alleged sexual violence occurred
- 5.2 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 program staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history.