INTERNATIONAL INSTITUTE
OF TRAVEL & BUSINESS

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41 Years
Of Quality Education

DLI # O110096841789

International Institute of Travel & Business: Sexual Violence and Harassment Policy

REVISED: August 12, 2026

NEXT REVIEW: November 2027

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INTRODUCTION

The International Institute of Travel (IIT) aims to educate our teachers, staff, and students that all are entitled to a safe and healthy educational environment, free from sexual violence and harassment. Gender-based discrimination will not be tolerated on campus.

Therefore, gender equality will be a topic in this policy for we accept that if sexual harassment and violence is no longer exist gender equality education must be available to everyone.

Society's misogynistic norms and beliefs about women and girls will have no place in the running of the Institute. IIT will not tolerate discrimination on the basis of gender or sex. Therefore, this policy sets forth our goal of protecting women, men, young people, seniors, newcomers, aboriginal people, visible minorities, and LGBTQ members from sexual violence and harassment by challenging the destructive, pervasive role of misogyny and rape culture. Furthermore, this policy discusses the immediate suspension and expulsion of any student and the immediate termination of employees who unlawfully disrespect a person's rights or freedoms.

This policy addresses how the Institute will enforce its policies against sexual violence and harassment and how we will respond to complaints. We do not believe in promoting misogynistic values that re-victimize victims. Leniency or understanding will not be given to those who do not respect the dignity and personal rights and freedoms of persons as per the Canadian Charter of Rights and Freedoms.

This Policy is guided by the *Ontario Human Rights Code* (the "Code"), and *Bill 132, Sexual Violence and Harassment Action Plan Act.*

DEFINITIONS

"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 includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

Rape Culture is a culture in which multi-media (radio, television, movies, music, social sites); news stations, politicians, public and social institutions, religious groups, and the general masses condone sexual assault by normalizing or trivializing male sexual violence and by blaming survivors for their own abuse.

Sexual Harassment is a form of discrimination. It is unwanted behavior that intimidates or causes another person offence or humiliation. This can result in anxiety, shame, and fear which can suppress a person's talents, skills, and abilities.

Gender Equality is equal rights, responsibilities, and opportunities given to women and men, girls and boys. Equality between women and men is a precondition for sustainable people-centered development.
Consent is the voluntary agreement, clearly expressed in words, to engage in sexual activity.

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OUR MORAL, ETHICAL, AND ACADEMIC COMMITMENT

A person's ability to earn a living, contribute in the teaching and research environment, and/or compete for grades and academic opportunities is greatly affected after they've been sexually harassed and harassment can lead to violent behavior. That is why we are therefore committed to upholding high standards in education by creating a harassment and violent free space so teachers and students can excel. We will educate our staff to challenge misogynistic attitudes at the Institute. Our primary goal is to prepare our students for a career.

ANTI-SEXUAL VIOLENCE AND HARASSMENT POLICIES

International Institute of Travel (IIT) is committed to providing a safe environment. Students are not required to report an incident of, or make a complaint about, sexual violence in order to obtain the supports and services available, such as counselling, medical care, or academic accommodations.

The following conducts are forbidden by the Institute:

- Sex-based requests or demands followed by rewards or threats made explicitly or implicitly regarding a person's employment, wages, academic grade, promotional opportunities, classroom work assignments or other conditions of employment or academic life;
- Sexual advances and gestures;
- Sexually explicit jokes, recorded voicemail messages, email, downloaded material, references to sexual conduct, and gossip regarding one's sex life;
- Displaying sexually suggestive objects, graphics, pictures or websites;
- Inquiries and discussions into a person's sexual experience and/or sexual activities;
- Indecent exposure;
- Non-consensual hugging, kissing, patting, pinching, attention, and touching;
- Romantic involvement between supervisors and students or supervisors and subordinates that can impact the abuse of power in the workplace or academic environment;
- Homophobic or transphobic remarks or comments.

Where a complaint has been made, under this Policy of sexual violence, International Institute of Travel & Business will take all reasonable steps to investigate it, including as follows:

a) providing on-campus investigation procedures to students for sexual violence complaints - A victim may choose not to request an investigation by the College, and has the right not to participate in any investigation that may occur;

b) responding promptly to any complaint and providing reasonable updates to the complainant and the respondent about the status of the investigation;

c) assisting students who have experienced sexual violence in obtaining counselling and medical care;

d) providing students who have experienced sexual violence with appropriate academic and other accommodation; and

e) providing students who have experienced sexual violence with information about reporting options.

A complainant seeking accommodation should contact the respective Student Counsellor to be promptly assisted.

REPORTING AND RESPONDING TO SEXUAL VIOLENCE

(a) Members of the College community should immediately report sexual violence incidents they witness or have knowledge of, or where they have reason to believe that sexual violence has occurred or may occur. Members who have experienced sexual violence are encouraged to come forward to report as soon as they are able to do so.

(b) Persons in a position of authority, including persons directing the activities of others, shall take immediate action to respond to or to prevent sexual violence from occurring.

(c) Where the College becomes aware of incidents of sexual violence by a member of the College community or against a member of the College community, which occur on or off College property and that pose a risk to the safety of members of the College community, the College shall take all reasonable steps to ensure the safety of the College community.

IF YOU HAVE EXPERIENCED SEXUAL VIOLENCE

If you have experienced sexual violence, the Institute will support you. You are not required to report the incident or make a formal complaint to access support services and accommodations.

If you have experienced sexual violence, please call IIT Administration at 416-924-2271 immediately and we will assist you by providing the resources and support you need. If you want to speak to someone directly, please go to: 120 Carlton Street, Suite 402, Toronto, ON, M5A 4K2.

It is often difficult to disclose and report incidents of sexual violence. It is entirely up to you if you choose to report the incident; however, we strongly encourage you to do so.

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A number of other resources are available to you, including:

- **Counselling**

- You may seek counselling at any time following an experience of sexual violence.
- Whether you have experienced sexual violence recently or many years ago, you have the right to emotional support and guidance in your healing process;
- You can also choose to seek treatment at a Sexual Health Clinic (through your local Health Department), with your family doctor or at a walk-in clinic.
- There are no time limits.

- **Police**

- You may choose to involve the police at any time following an experience of sexual violence.
- There are no time limits.
- It is helpful to do so as soon as possible, or write down the details in order to have an accurate account of what happened.
- When you report the crime to the police they begin an investigation to determine whether or not to lay charges.
- It is your choice whether to involve the police or not and this needs to be an informed decision that takes into consideration your needs and wants.
- It takes a lot of courage and strength to go through the criminal process.

- **Medical Care**

- Receiving medical attention is important following an experience of recent sexual violence in order to check for injuries, sexually transmitted infections and to prevent pregnancy (if vaginal intercourse was part of the violent act).
- You also have the choice of receiving medication for certain sexually transmitted infections without having to undergo an examination.
- You can go to your regional Sexual Assault Treatment Centre for medical attention, your doctor, local Sexual Health Clinic or a walk-in clinic.

Emergency/Acute Support Services

Toronto Rape Crisis Centre/Multicultural Women Against Rape Crisis intervention, counselling and referral for survivors of rape/sexual assault. Open 24 hours.
Phone: 416-597-8808
Web: trccmwar.ca
Email: crisis@trccmwar.ca

Anyone who has experienced sexual violence has the right to:

- be treated with dignity and respect;
- be believed;
- be informed about on- and off-campus services and resources;
- decide whether or not to access available services and to choose those services they feel will be most beneficial;
- decide whether to report to campus representative and/or local police;
- have a non-campus investigation with the institution's full cooperation;
- have a safety plan, and;
- have reasonable and necessary actions taken to prevent further unwanted contact with the alleged perpetrator(s).

FORMAL COMPLAINT

Formal Complaint with the College

Students or employees who claim to have been sexually harassed or abused can submit a formal complaint in writing or in person in the Administration Department. Whether the complaint is submitted by the complainant themselves or on behalf of the complainant, it should be addressed to the Director of IIT.

Once the Director has received a formal complaint, a meeting will be held with the complainant, accused, and any respective witnesses to investigate if any anti-sexual violence and harassment policies have been broken. Participation is mandatory in order to enforce this policy and our commitment to achieving gender equality, ending sex-based discrimination, and creating a harassment and violent free space.

The Institute will thoroughly investigate each and every formal complaint submitted to the college immediately and recognizes the importance of confidentiality regarding all parties participating in the formal complaint process. A party

to an investigation or decision-making process has the right to have a person present with him or her at every stage of the process.
We do not allow the blaming of sexual assault survivors and we maintain to give accusers, witnesses, and complainants respect during the investigation process. The Institute will work closely with students or employees to investigate and resolve complaints to ensure their ability to continue work or complete their quality career training.

Appeal Process

Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to IIT within 5 days by submitting an official letter addressed to the Director - Rudolph Nareen advising of the person's intent to appeal the decision. A response will be provided within 5 business days or sooner to determine what next steps need to be taken to handle the appeal. Should an appeal process need to be set in place, the Complainant will be required to provide all details including the rationale for not accepting IIT's decision. Upon receipt of the formal appeal in writing, a review of the entire case will be set in motion by Rudolph Nareen and a member of the education team.

Formal Complaint with the Government

In addition to making a complaint to the Institute individuals can file a formal complaint with the Canadian Human Rights Commission. Contact the Commission in writing or by phone:

Canadian Human Rights Commission
344 Slater Street, 8th Floor
Ottawa, Ontario K1A 1E1
FAX: (613) 996-9661

DISCIPLINARY ACTION

If a claim has been made against an employee or student, they will be suspended until further notice. If an employee or student has been found responsible for said abuse the Institute will expel or terminate the student/employee based on our moral, ethical, and academic commitment to creating a safe and prosperous work and academic space. Similarly, if the complainant purposely made false claims against a student or employee they will be expelled or terminated.

Immunity for Drug and Alcohol Policy Violations:
In accordance with Ontario Regulation 415/06, subsection 36.0.2(1)(d.1), any student who reports an incident of sexual violence in good faith will not be subject to any disciplinary actions, sanctions, or penalties for violations of the career college's drug or alcohol policies that may have occurred at the time of the alleged incident.

IIT IS COMMITTED TO:

- Assisting those affected by sexual violence by providing choices, including detailed information and support, such as provision of and/or referral to counselling and medical care, information about legal options and reporting to the police, and appropriate academic and other accommodation;
- Ensuring those who disclose that they have been sexually assaulted are treated with dignity and respect and are supported throughout the process of disclosure, investigation and institutional response;

- Addressing harmful attitudes and behaviours that blame the person who has experienced and/or is affected by sexual assault and sexual violence;
- Treating individuals who disclose sexual assault and sexual violence with compassion, recognizing that their sense of control over their physical and sexual integrity is compromised through no fault of their own;

- Ensuring that on-campus internal investigation procedures are available in the case of sexual assault and sexual violence;
- Engaging in appropriate procedures for investigation and adjudication of a complaint that are in accordance with college policies, standards and applicable collective agreements to ensure fairness and due process;
- Ensuring coordination and confidential communication among the various departments who are most likely to be involved in the response to sexual assault and sexual violence on campus;
- Engaging in education and prevention activities in the college community including on how to respond to the disclosure of sexual assault and sexual violence;
- Providing appropriate education and training to the college community about responding to the disclosure of sexual violence;
- Enabling the creation of a campus environment in which sexual assault and sexual violence is not tolerated; and
- Monitoring and updating our policies and protocols to ensure that they remain effective and in line with other existing policies.