Automotive Training Centres
25 Fleming Drive., Cambridge Ontario, N1T 2A9
152 Norseman St. Etobicoke Ontario M8Z 2R4

Automotive Training Centre Sexual Violence Policy
October, 2025

1. Sexual Violence Policy

(a) Automotive Training Centre 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) Automotive Training Centre 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 includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

3. Training, Reporting and Responding to Sexual Violence

(a) Automotive Training Centre shall 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.

(b) The Sexual Violence Policy shall be published on its website (or where the Career College does not have a website in a conspicuous location on each of its campuses).

(c) Career college management, instructors, staff, other employees and the contractors of Automotive Training Centre will report incidents of or complaints of sexual violence, upon becoming aware of them. Students who have been affected by sexual violence or who need information about support services should contact:

David Koetsier ATC Cambridge Campus Director
25 Fleming Drive, Cambridge, ON N1T 2A9
516-622-1222 ext 223
dkoetsier@autotrainingcentre.com

Don Pannunzio ATC Toronto Campus Director
152 Norseman St, Etobicoke, ON M8Z 2R4
416-231-7227
dpannunzio@autotrainingcentre.com

(d) Subject to Section 4 below, to the extent it is possible, Automotive Training Centre will attempt to keep all personal information of persons involved in the investigation confidential except in those circumstances where it believes an 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:

(i) ensuring that all complaints/reports and information gathered as a result of the complaint/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

(ii) ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent.

(e) Automotive Training Centre recognizes the right of the Complainant not to report an incident of or make a complaint about sexual violence or not request an investigation and not to participate in any investigation that may occur in order to obtain the supports and services.

(f) Notwithstanding (f), in certain circumstances, Automotive Training Centre may be required by law or its internal policies to initiate an internal investigation and/or inform police without the complainant's consent if it believes the safety of members of its campus or the broader community is at risk.

(g) In all cases, including (f) above, Automotive Training Centre will appropriately accommodate the needs of its students how are affected by sexual violence. Students seeking accommodation should contact Cambridge Automotive Training Centre Campus Director- David Koetsier or the Toronto Automotive Training Centre Director- Don Pannunzio

(h) In this regard, Automotive Training Centre will assist students who have experienced sexual violence in obtaining counselling and medical care, and provide them with information about sexual violence supports and services available in the community as set out in **Appendix 1**.

Students are not required to file a formal complaint in order to access supports and services.

(i) **ADMENDMENT** Subsection 36.0.2 of Ontario Regulation 415/06 (General) under the Private Career Colleges Act, 2005 reflect the following:

(i) 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;

(ii) 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.

4. Investigating Reports of Sexual Violence

(a) Under this Sexual Violence Policy, any student of Automotive Training Centre may file a report of an incident or a complaint to Cambridge Automotive Training Centre Campus Director- David Koetsier, or the Toronto Automotive Training Centre Director Don Pannunzio in writing, with contact information below:

David Koetsier ATC Cambridge Campus Director
25 Fleming Drive, Cambridge, ON N1T 2A9
516-622-1222 ext 223
dkoetsier@autotrainingcentre.com

Don Pannunzio ATC Toronto Campus Director
152 Norseman St, Etobicoke, ON M8Z 2R4
416-231-7227
dpannunzio@autotrainingcentre.com

(b) The other officials, offices or departments that will be involved in the investigation is the Student Services – Julie Ann Ybanez Cambridge or Anna Jelavic Toronto with contact information below:

Julie Ann Ybanez, ATC Cambridge Campus Student Services
25 Fleming Drive, Cambridge ON N1T 2A9
519-622-1222 ext 229,
jybanez@autotrainingcentre.com

Anna Jelavic, ATC Cambridge Campus Student Services
152 Norseman St, Etobicoke, ON M8Z 2R4
416-231-7227
ajelavic@autotrainingcentre.com

(c) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Cambridge Automotive Training Centre Campus Director- David Koetsier or Toronto Automotive Training Centre Campus Director Don Pannunzio, will respond promptly and:

I. determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation;

II. (II) determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;

III. (III) determine whether the incident should be referred immediately to the police;

IV. (iv)In such cases or where civil proceedings are commenced in respect of allegations of sexual violence, Automotive Training Centre may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and

V. (V) 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:

(I) the Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation;

(II) Interviewing the Complainant to ensure a complete understanding of the allegation and gathering additional information that may not 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 witnessed the incident and a complete description of what occurred;

(III) informing 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 witnesses the Respondent feels are essential to the investigation;

(IV) interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses;

(V) providing reasonable updates to the Complainant and the Respondent about the status of the investigation; and

(VI) following the investigation, Automotive Training Centre will:

(A) review all of the evidence collected during the investigation;
(B) determine whether sexual violence occurred; and if so
(C) determine what disciplinary action, if any, should be taken as set out in Section 5 below.

5. Disciplinary Measures

(a) If it is determined by Automotive Training Centre that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include:

(I) disciplinary action up to and including termination of employment of instructors or staff; or

(II) expulsion of a student; and / or

(III) the placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or

(IV) any other actions that may be appropriate in the circumstances.

6. Appeal

(a) Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to the other manager in charge (David Koetsier or Ruby Rafeek Cambridge or Don Pannunzio or Ignacio Azor Toronto) within 15 days by submitting a letter addressed to David Koetsier or Ruby Rafeek Cambridge or Don Pannunzio or Ignacio Azor advising of the person's intent to appeal the decision.

7. Making False Statements

(a) It is a 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 subject 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 a complaint, or otherwise been involved in the complaint investigation process.

(b) Individuals who violate the Sexual Violence Policy are subject 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) Automotive Training Centre shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.

(b) Automotive Training Centre shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. **This date is Sept 30, 2025**

10. Collection of Student Data

(a) Automotive Training Centre shall collect and be prepared to provide upon request by the Superintendent of Private Career Colleges 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.

This template is intended to be a Sexual Violence and Harassment Policy Guideline and does not constitute legal advice.

Name:	Signature:
Date:	

RESOURCES FOR PEOPLE EXPERIENCING ABUSE AND SEXUAL ASSAULT

Service	Contact Information
Assaulted Women's Helpline (Toronto) Provides information and referrals to lawyers, counselling and support programs for survivors of violence in more than 150 languages. This service is available 24 hours a day. *For: Anyone who identifies as a woman.*	Tel: 416-863-0511 (Greater Toronto) GTA TTY: 416-364-8762 Toll Free: 1-866-863-0511 Toll free TTY 1-866-863-7868 #SAFE (#7233) Bell, Rogers, Fido or Telus mobile phone www.awhl.org
Canadian Association of Sexual Assault Centres Free counselling and information on sexual violence from a sexual assault centre in Ontario.	Tel: 604-876-2622 www.casac.ca
Ontario Coalition of Sexual Assault Centres Provides a list of many of Ontario's sexual assault centres with links to websites where applicable.	sexualassaultsupport.ca
Ontario Network of Sexual Assault and Domestic Violence Care and Treatment Centres A listing of hospital-based centres in Ontario.	Tel: 416-323-7327 www.sadvtreatmentcentres.ca
Internet Child Exploitation (ICE) Counselling Program Short-term, immediate counselling for child victims of Internet sexual exploitation. A victim's immediate family members may also be eligible.	Toll free: 1-855-424-1100 ext. 338 Tel: 416-515-1100 ext. 338 Ministry of the Attorney General
SACHA (Hamilton) A 24-hour support line offering services to diverse communities, including counselling and public education. For: Women and Men, English/Spanish/ASL. Partnership with the Centre de Santé Communautaire de Hamilton/Niagara and the Hamilton Regional Indian Centre to offer culturally-appropriate services for French-speaking and Aboriginal/First Nations men.	**905-525-4162** **24 Hour Support Line** sacha.ca
FEM'AIDE (Ligne de soutien pour femmes violentées) A 24/7 hotline for francophone women living in Ontario. *For: French speaking women*	Toll free 1-877-336-2433 1-866-860-7082 (ATS) www.femaide.ca
Victim Services Toronto Provides 24/7 immediate crisis response, intervention, and prevention services including crisis response programs, counselling, community referrals, safety planning, mediation, court support.	Crisis Hotline: 416-808-7066 info@victimservicestoronto.com victimservicestoronto.com

Service	Contact Information
Support Services for Male Survivors of Sexual Abuse 24 hour, multilingual, toll-free phone line for immediate crisis and referral services for male survivors of recent and historical sexual abuse.	24-hour, multilingual toll-free: **1-866-887-0015**
Male Survivor's Support Line 24-hour, multilingual, toll-free phone line for immediate crisis and referral services for male survivors of recent and historical sexual abuse.	Toll-free 1-866-887-0015
Canadian Centre for Men and Families (CCMF) Provides a range of mental health, legal, parenting, and abuse support programs (including those for survivors of sexual assault) geared to boys, men, fathers and their families.	647-479-9611 (Toronto) www.menandfamilies.org
Ontario Women's Justice Network A comprehensive list of resources, including legal.	416-392-3135 Toll-free: 1-877-558-5570 info@owjn.org owjn.org/getting-support
Handbook for Sensitive Practice: **Lessons from Adult Survivors of Childhood Sexual Abuse**	Download Handbook PDF
Durham Region Domestic Violence/Sexual Assault Care Centre	905-576-8711 24-hour emergency medical services and counselling support for victims of domestic violence and sexual assault.
Support Services for Male Survivors of Sexual Abuse For local services in your community.	1-866-887-0015 24-hour, multilingual, toll-free phone line for immediate crisis and referral services
Sexual Assault Crisis Centre of Essex County for Men and Youth 13+yrs	519-253-3100 Toll-Free 1 -844-900-7222
Centre for Treatment of Sexual Abuse and Childhood Trauma (CTSACT) **Fee for service:* children, adults adolescents, couples, families; members of First Nations and Inuit communities; members of gay, lesbian, bi-sexual and transgender communities. English, French, Arabic, Farsi, Persian	613-233-4929 Ottawa www.centrefortreatment.com
Seniors Safety Line	Toll free number: 1-866-299-1011

Service	Contact Information
	www.elderabuseontario.com/what-is-elder-abuse/help-for-seniors/
Lesbian Gay Bi Trans Youthline	Toll free: 1-800-268-9688 Text messages only (SMS): 647-694-4275