

*Sexual Harassment and
Violence Policy*

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This Sexual Harassment and Violence Policy will be published on our website.

Awareness of sexual violence including sexual violence through the use of social and digital media

All the Adult learners enrolled in a program offered by the Canadian Montessori Teacher Education Institute as well as the Montessori trainers and staff, have the right to a safe learning environment free from sexual harassment and violence.

This document outlines the Institute's policy on sexual harassment and violence, defines banned behaviors, and describes the procedures for investigation and reparation.

The Canadian Montessori Teacher Education Institute is committed to providing Student teachers enrolled in any of the Career Colleges (PCC) in Ontario with an educational environment free from sexual harassment and violence. The Institute also ensures that Student teachers who report incidents of sexual violence, if any, are treated with respect and support by the Institute administrators.

To raise awareness among our Student teachers cohorts, the Institute provides a copy of this policy by including it in the Teacher Candidate Handbook. We do not have a specific website for the PCC in Ontario. This handbook contains a definition of unwanted sexual language and behaviour. Such discrimination must be prohibited, as it can interfere with a person's education, create feelings of insecurity, and diminish their motivation to continue their studies. Student teachers are also informed about specific signs that may indicate someone is affected by negative language or behaviour, such as a desire to isolate themselves, feelings of shame, depression, anxiety, uncertainty, anger, or a sense of being unsafe at the training location. Other signs include expressions of pain after being hurt physically or psychologically by a rival (male or female), including through vicious rumours spread anonymously via social and digital media. Additional symptoms that may raise concern include loss of appetite, stomach aches, and difficulty concentrating. In some cases, this distress can lead to substance use, such as drugs or alcohol, to numb the pain, or even to the emergence of dark thoughts about death.

As all individuals at CMTEI in Ontario are subject to the sexual violence and harassment policy, an information session on sexual violence may be offered after the start of our program.

Our Montessori trainers at our PCC are always vigilant in observing the effects of pain, emotional distress, academic setbacks, and loss of motivation. They ensure that each of our Student teachers feels safe and secure in this Montessori training environment and is protected from sexual harassment and violence. Both our Montessori trainers and Student teachers understand that sexually harassing someone based on their sexual orientation is completely unacceptable in any PCC and, moreover, is against the law.

In conclusion, the Canadian Montessori Teacher Education Institute is consistently proactive and fully committed to eliminating all forms of sexual harassment and sexual violence at any of our Montessori training locations in Ontario.

Addressing issues related to consent

Consent is central to the issue of sexual assault. The Criminal Code of Canada defines consent, in relation to sexual assault, as the voluntary agreement to engage in sexual activity. An individual must actively and willingly give consent to participate in sexual activity. Simply put, sexual activity without consent constitutes sexual assault.

Young people, like many others, often do not fully understand consent and may feel that the boundary between consensual sexual acts and sexual assault is unclear. This is especially true when the perpetrator is an acquaintance,

friend, or partner.

Consenting to one type or instance of sexual activity does not imply consent to any other type or instance. No one consents to being sexually assaulted.

Where consent does not exist (lack of agreement), a person can express this verbally or through conduct, such as physically resisting advances. The Criminal Code clearly states that a person who initially consents to engage in sexual activity can revoke that consent at any time by expressing a lack of agreement to continue.

In other words, consent means agreement or permission given voluntarily.

- It is never assumed or implied.
- It is not silence or the absence of “no”
- Cannot be administered if the victim is impaired by alcohol or drugs, or is unconscious.
- Cannot be obtained through threats or coercion.
- Can be revoked at any time.
- Cannot be obtained if the perpetrator abuses a position of trust, power, or authority.

The Institute's Sexual Harassment and Violence Policy clearly defines the concept of "No Consent". With the authorization of the victim who discloses information about themselves, any PCC in Ottawa or the Greater Toronto Area (GTA) can file a complaint against an individual, regardless of gender, for sexual assault resulting in any form of sexual activity or for disregarding a clear of consent to engage in any kind of sexual activity. Even silence or the absence of a “NO,” depending on the victim's condition, must be considered an assault and recognized as a form of violence against a person's integrity.

Provisions respecting the prevention of incidents of sexual violence

The PCC in Ottawa and the GTA are vigilant in this area, declaring that all forms of sexual harassment and violence are unacceptable and will not be tolerated at our Montessori training locations. The Canadian Montessori Teacher Education Institute is committed to preventing sexual harassment and sexual violence. The Institute strives to create a safe learning, working, and living environment for everyone in the PCC community. This policy encourages individuals who have been affected by or witnessed incidents of a sexual nature to report them to the Institute. All reported incidents of sexual harassment and sexual violence will be investigated with due process, ensuring a fair and thorough examination and appropriate resolution.

Establishment of complaint/disclosure procedures and response protocols for incidents of sexual violence

If a complaint of sexual harassment or violence is made under the Institute's policy, the Canadian Montessori Teacher Education Institute offers a full range of options to the complainant. These options may include:

1. No report – The victim or survivor discloses sexual violence to seek emotional support, medical assistance, or advocacy, but does not intend to report the incident to the police.
2. Police Report – The victim or survivor makes a police statement, which is generally followed by a criminal investigation. Victims or survivors can call the police or visit their nearest police station. Support services are available for individuals who choose to report to the police.
3. Medical Assistance/Forensic Medical Exam – The victim or survivor attends a hospital or medical center for medical evaluation to address possible physical injuries, pregnancy, and/or sexually transmitted infections. A forensic exam may be conducted to collect forensic evidence while the victim or survivor decides whether to report the incident to the police.

Formal complaint or disclosure to the PCC Administration: report student misconduct if the perpetrator is a student; report to the police if the perpetrator is a staff or faculty member.

Civil Claim – Victims or survivors may also file a civil lawsuit against the alleged perpetrator to seek damages for the harm they have suffered. This responsibility does not fall on the college.

The Institute will take all reasonable steps to investigate the matter, including the following:

- Respond promptly to any complaint.
- Provide reasonable updates to the complainant regarding the status of the investigation.
- To assist Student teachers who have experienced sexual violence in obtaining counseling.
- To provide the "victims" (often referred to as "survivors"), if any, with information about how to report the complaint and about available resources.
- Report immediately to the Institute's Head Office if any of our enrolled Student teachers in the PCC have been subjected to, witnessed, or have knowledge of sexual violence involving any of our Student teachers, or if there is reason to believe that sexual harassment or violence has occurred involving any of our Student teachers.

The Institute's Head Office will strive to keep all disclosed information confidential, except in circumstances where it believes an individual is at imminent risk of self-harm or harming others, or where there are reasonable grounds to believe that others at our training location are at risk.

The Canadian Montessori Teacher Education Institute respects the complainant's right to decide how their complaint will be handled. However, in certain circumstances, the Institute may be legally or internally obligated to initiate an internal investigation and/or notify the police without the complainant's consent if it believes the safety of others is at risk.

A complainant seeking accommodation should contact the Institute's Head Office at (416) 458-8970.

The Canadian Montessori Teacher Education Institute is committed to appropriately accommodating the needs of students affected by sexual violence. Students seeking accommodations should contact the Institute's Head Office. The Institute will assist students who have experienced sexual violence in obtaining counseling and medical care and will provide information about available community supports and services, as outlined in Appendix A attached hereto. Students are not required to file a formal complaint to access these supports and services.

Appeal

If the Complainant or the Respondent disagrees with the decision resulting from the investigation, they may appeal to the Institute's Head Office within 10 days by submitting a letter stating their intent to appeal.

Making False Statements

- a) It is a violation of this Sexual Harassment and Violence Policy for anyone to knowingly make a false complaint of sexual violence or to provide false information regarding a complaint.
- b) Individuals who violate this Sexual Harassment and Violence Policy are subject to disciplinary and/or corrective action, up to and including termination of employment for staff or expulsion for students.

Reprisal

- a) It is a violation of this Sexual Harassment and Violence Policy to retaliate against, or threaten to retaliate against, a complainant who has filed a complaint of sexual violence, provided information related to a complaint, or otherwise participated in the complaint investigation process.
- b) Individuals who violate this Sexual Harassment and Violence Policy are subject to disciplinary and/or corrective actions, up to and including termination of employment for staff or expulsion for students.

Training

The Canadian Montessori Teacher Education Institute will provide and make available training on its sexual violence policy to the following persons:

1. Members of the Institute's Administrators.

2. Faculty, staff and other employees and contractors of the Institute.
3. Students enrolled at the Institute.

If the Head Office determines that certain outcomes should be reported publicly, the Director of the Institute, in collaboration with the trainer of the Montessori training program in the GTA or Ottawa, will take appropriate action. The primary goal is to raise community awareness and contribute to the prevention of sexual violence at the PCC, whether in Ottawa or the GTA. In all cases, the confidentiality and privacy of all individuals involved are strictly maintained.

Guarantees that student teachers and others in the educational community are informed of the services and Section 4 (prevention) procedures established under the policy to prevent and respond to sexual violence.

First, the Canadian Montessori Teacher Education Institute is committed to supporting individuals affected by sexual harassment and sexual violence by providing options, including detailed information and assistance, such as referrals to counseling and information about legal options. In such cases, the Institute guarantees that those who have been impacted by harmful attitudes or behaviors and choose to disclose information will be treated with dignity, compassion, confidentiality, and respect, and will receive support throughout the disclosure process and any discreet internal investigation.

The Institute ensures that everyone enrolled in one of our PCCs in Ontario has access to internal investigation procedures in cases of sexual harassment and sexual violence. The PCC will respond promptly to any disclosure of such disturbing incidents. In accordance with the Institute's policy, individuals affected by these unfortunate and unwanted incidents are encouraged to come forward and report them as soon as they are able. This applies equally to all Student teachers, who are urged to have the courage to report any suspected incidents of a sexual nature to protect the safety of their colleagues. Reporting is not only a responsibility but also a duty.

In such cases, the Institute guarantees that either the main trainer or the Director of the Institute will take immediate action to respond to or prevent sexual harassment or sexual violence from occurring at any PCC in Ontario.

Addressing training on issues of sexual violence

Montessori trainers in Ottawa and the Greater Toronto Area (GTA) remain committed to protecting their student teachers by actively monitoring and enforcing the PCC's obligation to prohibit all forms of sexual harassment and violence. This policy is strictly upheld. Additionally, they remain vigilant in identifying any physical or psychological signs of sexual harassment or violence that may affect individuals. Confidentiality, compassion, and dignity are our guiding principles.

At the Canadian Montessori Teacher Education Institute, we also recognize the complainant's right to determine how their complaint will be handled. However, in certain circumstances, the Institute may be required to initiate an internal investigation and/or notify the police without the complainant's consent if it is believed that the safety of classmates or the training location is at risk.

Policy Development with Student teachers

The Canadian Montessori Teacher Education Institute values Student teachers' input in policy development by welcoming positive comments and recommendations, at least during the first year of implementation and again during the review after two years. This approach is designed to provide flexibility for our PCC in Ottawa and the GTA to respond effectively to the needs of each cohort.

Culturally sensitive, reflects the perspective of those most vulnerable to sexual violence

This Sexual Harassment and Violence Policy, including measures to protect Student teachers against vexatious comments, unwelcome remarks, and retaliation, applies to all student teachers, regardless of gender. No distinction

is made between locals, Indigenous women, women living with cognitive or physical disabilities, newcomer women, women from ethnocultural communities, transgender individuals, or homosexuals. To ensure effective implementation, all individuals studying at PCC are expected to oppose any form of discrimination and advocate for the right of every woman to be heard when filing a complaint. The information session at the beginning of the program will emphasize this principle: everyone is equal and must be treated equally.

Any PCC in Ottawa or the Greater Toronto Area (GTA) will make every effort to provide academic accommodations that minimize disruption to the life of the victim/survivor, if applicable. A victim/survivor may temporarily pause their internship and resume it later in the year or the following year, once the burden of their suffering has lessened or ended. All PCCs, in conjunction with the Head Office, will mutually agree with the victim/survivor on whether to disclose the information and whether to proceed with an investigation.

Easily accessible to Student teachers and others in the educational community

The protocol is unambiguous.

All members of the PCC community in Ottawa and the Greater Toronto Area, including trainers and Student teachers have a legal duty to take action to prevent and respond to sexual harassment, ensuring that the environment always respects fundamental human rights.

A complaint of sexual harassment or sexual violence may be filed in writing by any enrolled Student teacher at any of our PCC locations. The complaint should first be submitted to the main Montessori trainer, who will handle the situation. Subsequently, the Institute's Head Office, c/o the Director, Dr. Daniel Jutras, will be informed of this sensitive matter.

Upon receiving a complaint of alleged sexual harassment or violence, both the main trainer and the Institute Head Office will initiate an internal investigation. This investigation will determine whether the incident should be immediately referred to the police and what provisional measures, if any, need to be taken during the investigation. The process includes meeting with the complainant to establish the date and time of the incident, identify the persons involved, obtain the names of any witnesses, and gather a complete description of what occurred. Additionally, the complainant, any persons involved, and witnesses will be interviewed. These interviews will provide detailed information about the allegations and give the respondent an opportunity to respond. Ultimately, the investigation will determine what disciplinary action, if any, should be taken or what reparations should be applied.

It belongs to the Canadian Montessori Teacher Education Institute, along with the trainer at one of our PCCs, to conduct an independent investigation and make its own determination based on its judgment.

The institution has a plan in place to ensure that the activities under the policy and the results of those activities will be reported to the public

If there were a succession of complaints of that nature, be assured that the PCC, in alliance with the Institute, would consider any strong allegation and bring it to the attention of the Superintendent of the PCC in Ontario, as it would be a serious matter.

However, if students, acting in good faith, report an incident of sexual violence or file a complaint about it, they will not be subject to discipline or sanctions for violations of the career college's drug or alcohol policies that occurred at the time of the alleged sexual violence.

Students who disclose their experience of sexual violence, whether by reporting an incident, filing a complaint, or accessing support and services, will not be subjected to irrelevant questions during the investigation process by the career college's staff or investigators. This includes questions unrelated to the incident, such as those concerning the student's sexual expression or past sexual history.

Employee Sexual Misconduct Policy

32.0.1 (1) In this section, “sexual misconduct” means, in relation to a student enrolled at a career college,

- (a) physical sexual relations with the student, touching of a sexual nature of the student or behaviour or remarks of a sexual nature toward the student by an employee of the career college where,
- (i) the act constitutes an offence under the *Criminal Code* (Canada),
- (ii) the act infringes the right of the student under clause 7 (3) (a) of the *Human Rights Code* to be free from a sexual solicitation or advance, or
- (iii) the act constitutes sexual misconduct as defined in the career college’s employee sexual misconduct policy or contravenes the policy or any other policy, rule or other requirement of the career college respecting sexual relations between employees and students, or
- (b) any conduct by an employee of the career college that infringes the right of the student under clause 7 (3) (b) of the *Human Rights Code* to be free from a reprisal or threat of reprisal for the rejection of a sexual solicitation or advance. (“inconduite sexuelle”) 2022, c. 22, Sched. 2, s. 1; 2023, c. 9, Sched. 29, s. 4.

Discharge or discipline

The following disciplinary action will be taken against you: your dismissal will be for cause, and no protections under other legislation will apply.

(2) If an employee of a career college commits an act of sexual misconduct toward a student enrolled at a career college, the career college may discharge or discipline the employee for that act, and,

- (a) the discharge or disciplinary measure is deemed to be for just cause for all purposes;
- (b) the employee is not entitled to notice of termination or termination pay or any other compensation or restitution as a result of the discharge or disciplinary measure; and
- (c) despite subsection 48 (17) of the *Labour Relations Act, 1995*, and despite any provision of a collective agreement or employment contract specifying a penalty for the infraction, no arbitrator, arbitration board or other adjudicator shall substitute any other penalty for the discharge or disciplinary measure imposed by the career college. 2022, c. 22, Sched. 2, s. 1; 2023, c. 9, Sched. 29, s. 4.

No re-employment

(3) If an employee of a career college commits an act of sexual misconduct toward a student enrolled at a career college and the career college discharges the employee for that act or the employee resigns from their employment, the career college shall not subsequently re-employ the employee. 2022, c. 22, Sched. 2, s. 1; 2023, c. 9, Sched. 29, s. 4.

Same

(4) If a career college determines that it has re-employed an individual contrary to subsection (3), the career college shall discharge the employee, and clauses (2) (a) to (c) shall apply to the discharge. 2022, c. 22, Sched. 2, s. 1; 2023, c. 9, Sched. 29, s. 4.

Agreement

(5) Subject to subsection (6), an agreement between a career college and any person, including a collective agreement or an agreement settling existing or contemplated litigation, that is entered into on or after the day section 1 of Schedule 2 to the *Strengthening Post-secondary Institutions and Students Act, 2022* comes into force, shall not contain any term that, directly or indirectly, prohibits the career college or any person related to the career college from disclosing that an allegation or complaint has been made that an employee of the career college committed an act of sexual misconduct toward a student of the career college, and any such term that is included in an agreement is void. 2022, c. 22, Sched. 2, s. 1; 2023, c. 9, Sched. 29, s. 4.

Policy to be reviewed and updated

The Canadian Montessori Teacher Education Institute will review its Sexual Harassment and Violence Policy annually and amend it as necessary.

Glossary of Terms

Consent: Consent is the voluntary agreement to engage in the sexual activity in question.

Cyber harassment/cyber stalking: Often used interchangeably, cyber harassment and cyber stalking are defined as repeated, unsolicited, threatening behaviour by a person or group using cell phone or Internet technology with the intent to bully, harass, and intimidate a victim. The harassment can take place in any electronic environment where communication with others is possible, such as on social networking sites, on message boards, in chat rooms, through text messages, or through email.

Date rape: The term “date rape” is interchangeable with “acquaintance sexual assault”. It is sexual contact that is forced, manipulated, or coerced by a partner, friend or acquaintance.

Disclosure: For the purposes of this document, a disclosure is made to any individual other than the police or other judicial official.

LGBT2SQ+: The LGBT2SQ+ community includes people who identify as lesbian, gay, bisexual, transgender, Two-Spirit, queer, questioning, intersex, asexual, pansexual and/or gender fluid.

Rape: Rape is a term used to describe vaginal, oral or anal intercourse, without consent. Although the term is no longer used in a legal sense in Canada, it is still commonly used and widely understood.

Sexual assault: Sexual assault is any type of unwanted sexual act done by one person to another that violates the sexual integrity of the victim. 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, carried out in circumstances in which the person has not freely agreed, consented to, or is incapable of consenting to. Sexual assault is a crime.

Sexual harassment: Sexual harassment is unwanted sexual attention directed at an individual by someone whose conduct including comments, gestures, and/or actions are offensive, inappropriate, intimidating, hostile, and unwelcome. Sexual harassment often occurs in environments in which sexist or homophobic jokes and materials have been allowed.

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.

Stalking: Stalking is a crime called criminal harassment. Stalking consists of repeated behaviour that is carried out over a period of time, and which causes a person to reasonably fear for their safety.

Victim blaming: Victim blaming occurs when the victim of a crime or an accident is held responsible — in whole or in part — for the crimes that have been committed against them.

*** Appendix A**

The following represents a list of Referral Resources for the Greater Toronto Area (GTA) and Ottawa:

Police, Fire or Medical Emergencies

Call 911 (24/7)

In the GTA:

Assaulted Women's Helpline

Toll Free: 1-866-863-0511

www.awhl.org

Toronto Rape Crisis Centre

Call: 416-597-8808

<https://trccmwar.ca/>

In Ottawa:

The Sexual Assault Support Center of Ottawa

Support Line: 613-234-2266

613-725-2160

<https://sascottawa.com/>

This document has been updated as of September 16, 2025.