

**SEXUAL ASSAULT, SEXUAL VIOLENCE, AND GENDER-BASED VIOLENCE -  
PRINCIPLES AND SUPPORT**

Section:	Health, Safety and Environment (HS)
Subject:	Health, Safety and Environment
Legislation:	<i>Criminal Code, R.S.C. 1985, c.C-46; Occupational Health and Safety Act (RSA 2000 c0-2) and related legislation.</i>
Effective:	September 20, 2023
Revision:	

APPROVED: \_\_\_\_\_  
President and CEO

**POLICY**

The policy of the Board of Governors is that SAIT neither accepts nor tolerates sexual assault, sexual violence, or gender-based violence in its workplace or learning environments.

**DEFINITIONS**

- Complainant** A member of the SAIT community or a visitor to SAIT who makes a report of having been subjected to an act of sexual assault, sexual violence, or gender-based violence by a member of the SAIT community.
- Consent** The voluntary and explicit agreement to engage in the sexual activity in question. Consent is freely given, without coercion, and can be revoked at any time. For further information about consent, see the [Sexual and Gender-Based Violence webpage](#) on [sait.ca](#).
- Disclosure** The act of informing a member of the SAIT community about an incident of sexual assault, sexual violence, or gender-based violence for the purpose of seeking support. A disclosure does not initiate an investigation unless the survivor makes a report to the appropriate office at SAIT or SAIT is required to launch an investigation.
- Employee** A person employed on SAIT's payroll (whether paid by annual salary or hourly wage).

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<b>Field trip</b>	A SAIT-approved learning activity for an individual or group that occurs off-campus, within Canada. See procedure <a href="#">AC.2.13.1 Field Trips</a> for further information.
<b>Gender-based violence (GBV)</b>	Violence specifically directed at someone because of their biological sex or gender identity. It can occur publicly or privately. It includes verbal, physical, sexual, and psychological abuse, as well as threats, coercion, and deprivation of resources.
<b>Intersectionality</b>	The acknowledgement that an individual can occupy multiple political and social locations, for example, along racial, gender, sexual, religious, ability, class, and other lines, and that overlapping social locations can create a complex system of discrimination where individuals face compounded disadvantages.
<b>Report</b>	The act of informing a designated office at SAIT about an incident of sexual assault, sexual violence, or gender-based violence for the purpose of initiating an investigation.
<b>Respondent</b>	A member of the SAIT community alleged to have committed an act of sexual assault, sexual violence, or gender-based violence.
<b>SAIT campus</b>	SAIT's main campus and all satellite campuses, including virtual/digital campuses.
<b>SAIT community</b>	All persons employed on SAIT's payroll (whether paid by annual salary or hourly wage), members of SAIT's Board of Governors, SAIT Student Association employees, students, contractors, consultants, agents, and volunteers.
<b>SAIT-sponsored function</b>	An event which SAIT has organized and which benefits SAIT. It is not open to the public: attendance is limited to members of the SAIT community and their invited guests. This includes but is not limited to student functions, student club meetings and employee functions.
<b>SAIT-supported initiative</b>	Events and activities that contribute to institutional positioning or other SAIT strategic priorities. These initiatives are identified by the president and CEO or Executive Management Council or, if at the division or

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school/department level, by the relevant vice president or dean/director.

**Sexual assault**

Any type of unwanted sexual act done by one person to another that violates the sexual integrity of the survivor and involves a range of behaviours from unwanted touching to penetration.

**Sexual violence**

Any violence, physical or psychological, carried out through sexual means or by targeting sexuality. Sexual violence may be characterized by a broad range of behaviours that involve the use of force, threats, threats to a third party, or control towards a person, which makes that person feel uncomfortable, distressed, frightened, threatened, or that is carried out in circumstances in which that person has not freely agreed, consented to or is incapable of consenting to. Examples of sexual violence include but are not limited to stalking, indecent exposure, voyeurism, distribution of sexually explicit photographs or recordings, online activities and stealthing (i.e. removing a condom without the consent of a sexual partner) This definition applies to either a single incident or a pattern of behaviour.

**Study-abroad activity**

A SAIT-approved activity for an individual or group and which occurs outside Canada. This includes but is not limited to field schools, program-specific study tours, subject-specific study tours, service learning programs, conferences, student competitions, semester exchanges, organized sports competitions, workplace experiential learning placements, other extracurricular activities and student research projects. See procedure [AC.2.13.2 Study Abroad](#) for further information.

**Survivor**

A member of the SAIT community who has been subjected to an act of sexual assault, sexual violence, or gender-based violence. 'A person who experienced sexual violence' is another term that can be used. The term 'complainant', as defined above, is used to refer to a survivor who makes a report.

**Work-integrated learning**

Activities that integrate academic learning in a SAIT program or course with practical applications in a real-world setting. See procedure [AC.2.20.1 Work-Integrated Learning](#) for further information.



## GOVERNING PRINCIPLES

1. This procedure applies to all members of the SAIT community while engaged in any activity related to their employment, contract, studies, or association with SAIT. It applies to:
  - a) The workplace and learning environment, both on and off the SAIT campus (for example, home offices, SAIT-sponsored functions, SAIT-supported initiatives, business trips, conferences, social gatherings, online communications, and telephone calls).
  - b) SAIT-related educational activities, such as field trips, study abroad activities and work-integrated learning sites.
2. Regardless of whether an act of sexual assault, sexual violence, or gender-based violence has occurred on or off the SAIT campus, members of the SAIT community may receive support under this procedure.
3. SAIT supports survivors of sexual assault, sexual violence, and gender-based violence and holds members of the SAIT community who commit such acts of violence accountable, to protect the SAIT community's health and wellbeing and to ensure SAIT's orderly function.
4. SAIT has responsibilities in preventing and responding to sexual assault, sexual violence, and gender-based violence and recognizes the prevalence of this type of violence on post-secondary campuses. A culture where common attitudes, norms and practices tolerate, normalize, excuse, or condone sexual and gender-based violence, often referred to as a rape culture, is harmful to a community and can result in further marginalization of those who have experienced such violence. SAIT acknowledges that while sexual assault, sexual violence, and gender-based violence affect all members of society, members of groups who experience intersecting forms of systemic discrimination are disproportionately impacted. Recognition of intersectionality is a guiding principle of this procedure.
5. This procedure is intended to:
  - a) Prevent sexual assault, sexual violence, and gender-based violence through education and other proactive efforts at SAIT that raise awareness about the nature and effects of this violence.
  - b) Support survivors, regardless of whether civil or criminal law proceedings have occurred and regardless of whether the survivor has chosen to make a disclosure.

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- c) Reduce barriers to disclosing and/or reporting sexual assault, sexual violence, or gender-based violence, in part by building a culture that does not stigmatize and/or shame individuals impacted by this violence.
  - d) Create processes for SAIT to respond effectively and in a timely, procedurally fair, trauma-informed, and culturally sensitive manner to disclosures and reports of sexual assault, sexual violence, and gender-based violence.
  - e) Ensure that survivors who make disclosures and/or reports are treated with compassion, dignity, and respect, and provided with appropriate support that takes intersectionality into consideration.
  - f) Respect the privacy of those impacted by sexual assault, sexual violence, or gender-based violence.
6. SAIT recognizes an individual's inherent right to exercise full control over their own bodies and to engage only in consensual sexual activity. Whether a person has consented to engage in sexual activity is governed by this procedure's definition of consent and the principles identified on the [Sexual and Gender-Based Violence webpage](#) on [sait.ca](#).
7. Survivors have the right to:
- a) Receive information and support from SAIT regardless of where or when sexual assault, sexual violence, or gender-based violence occurred, and regardless of whether or not they choose to make a disclosure, make a report or to participate in SAIT's processes.
  - b) Decide whether and to whom to disclose or report an incident of sexual assault, sexual violence, or gender-based violence, and to discontinue their involvement at any time in any process associated with making a disclosure or report. SAIT will keep the disclosure confidential, except in situations where:
    - i) Survivors are under the age of 18.
    - ii) SAIT must take reasonable measures to protect the SAIT community's safety by launching an investigation and/or informing Calgary Police Services of the need for a criminal investigation without the survivor's consent, where:
      - There is an imminent risk to the safety of individuals and/or the broader SAIT community, such as where there is an imminent risk of self-harm, history of repeated allegations about a respondent's conduct, or when threats of future violence have been identified.
      - It is required by provincial or federal law.

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- This information is required by the criminal legal system as part of a future investigative process.
  - There is evidence of sexual violence in the public realm (such as a video posted on social media).
- iii) The survivor is requesting that the respondent be subject to interim and/or permanent measures based on the disclosure.
- c) Be accompanied by a support person of their choice throughout all processes associated with making a disclosure or a report.
- d) Be treated with dignity and respect.
- e) Be provided with information about health and counselling services both internal and external to SAIT, to choose for themselves those services they feel will be most beneficial, and to decline any or all those services.
- f) Receive information about the processes and timelines associated with making a disclosure or report and receive updates where appropriate on the processes in which they are involved. See procedures [HS.1.6.2 Sexual Assault, Sexual Violence, and Gender-Based Violence – Disclosures](#) and [HS.1.6.3 Sexual Assault, Sexual Violence, and Gender-Based Violence – Reporting](#) for information about these processes.
- g) Not be judged or blamed for any drug and/or alcohol use around the time of the sexual assault or sexual violence incident, or for their dress, conduct, emotional disposition, past sexual history, or timing of the disclosure and/or report.
- h) Appeal a decision that the allegation against the respondent is unfounded and/or a decision about interim and/or permanent measures imposed on the respondent. See procedures [HS.1.6.2 Sexual Assault, Sexual Violence, and Gender-Based Violence – Disclosures](#) and [HS.1.6.3 Sexual Assault, Sexual Violence, and Gender-Based Violence – Reporting](#) for information about appeal processes.
- i) Participate in an appeal that the respondent has initiated. See procedures [HS.1.6.2 Sexual Assault, Sexual Violence, and Gender-Based Violence – Disclosures](#) and [HS.1.6.3 Sexual Assault, Sexual Violence, and Gender-Based Violence – Reporting](#) for information about appeal processes.
8. Respondents have the right to:
- a) Be treated with dignity and respect.

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- b) Be made aware of and respond to the allegations made against them, including the right to know who has made the allegations against them (subject to the survivor's right to privacy and confidentiality within the limits of the law and SAIT's investigative processes). This includes situations where a survivor or SAIT is requesting interim and/or permanent measures following a disclosure or a report.
  - c) Have access to and support from SAIT's internal resources and be offered referrals to external resources, where appropriate, regardless of whether or not the disclosure is substantiated.
  - d) Appeal a decision that the allegation against them is founded, appeal a decision about the interim and/or permanent measures imposed on them, and/or appeal the sanction imposed on them. See procedures [HS.1.6.2 Sexual Assault, Sexual Violence, and Gender-Based Violence – Disclosures](#) and [HS.1.6.3 Sexual Assault, Sexual Violence, and Gender-Based Violence – Reporting](#) for information about appeal processes.
  - e) Participate in an appeal that a complainant has initiated in relation to a decision made about the respondent. See procedures [HS.1.6.2 Sexual Assault, Sexual Violence, and Gender-Based Violence – Disclosures](#) and [HS.1.6.3 Sexual Assault, Sexual Violence, and Gender-Based Violence – Reporting](#) for information about appeal processes.
9. SAIT encourages all survivors to disclose and/or report incidences of sexual assault, sexual violence, or gender-based violence so that the incident can be addressed and measures taken.
  10. A member of the SAIT community who witnesses sexual assault, sexual violence, or gender-based violence should report the incident to Safety and Community Services at 403.284.8000 or by calling 911. It is recognized that a witness might also report elsewhere, including to the Office of Community Conduct and/or Employee Services. The office that receives a witness report will advise Safety and Community Services of that report. Where the survivor's identity is known, the office that receives the witness report will consult with the survivor and consider next steps that align with their wishes.
  11. SAIT recognizes that some survivors may be hesitant to disclose or report sexual assault, sexual violence, or gender-based violence in cases where they have been consuming alcohol underage or in excess, or have been using drugs. A survivor who makes a disclosure or report will not be subject to actions for having breached any SAIT procedure, rules or regulations related to drug or alcohol use at the time the incident occurred. Note that SAIT's Residence recognizes and aligns with this procedure.
  12. To avoid re-traumatization, SAIT will endeavor to ensure that survivors are not required to repeat their disclosures or reports numerous times while seeking support.

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13. A member of the SAIT community who is alleged to have committed an act of sexual assault, sexual violence, or gender-based violence may be subject to proceedings under the criminal justice system or civil proceedings in addition to any investigation or proceedings that SAIT undertakes. SAIT's investigative and adjudication processes and outcomes will remain separate to external proceedings under the civil or criminal justice system.
14. This procedure will be regularly reviewed and updated every three years at a minimum, and more frequently as needed to align with ongoing developments in the sexual assault, sexual violence, and gender-based violence prevention and response field. Safety and Community Services will manage reviews and updates of this procedure, in collaboration with the Sexual Assault, Sexual Violence, and Gender-Based Violence Prevention and Response Committee.

## PROCEDURE

### A. Education, Awareness and Support

1. SAIT shall take a variety of proactive measures to provide education, training and information about sexual assault, sexual violence, and gender-based violence and their impacts, through means including but not limited to:
  - a) Maintaining a Sexual Assault, Sexual Violence, and Gender-Based Violence Prevention and Response Committee. The Terms of Reference for this committee are set out in Schedule A, an Associated Document to this procedure.
  - b) Providing appropriate resources and institutional support regarding education, awareness, and support measures. This includes establishing a dedicated position within the Safety and Community Services Department and the use of confidential reporting systems and tools.
  - c) Holding information and prevention campaigns across the SAIT campus.
  - d) Establishing and maintaining a website that provides information about the nature and effects of sexual assault, sexual violence, and gender-based violence, about internal and external resources for survivors and their supporters, and about the procedures for survivors to make disclosures or reports.
  - e) Providing education to members of the SAIT community to raise awareness about the shared role of all members of the SAIT community in preventing sexual assault, sexual violence, and gender-based violence, and about appropriate ways

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in which to respond to a survivor’s disclosure or report, with consideration to intersectionality and the survivor’s identity.

- f) Providing mandatory training for employees in positions who are likely to:
  - i) Provide health and counselling services to students.
  - ii) Receive disclosures or reports of sexual assault, sexual violence and/or gender-based violence as indicated by a training needs assessment of SAIT community members conducted by Safety and Community Services.
  - iii) Investigate reports of sexual assault, sexual violence, or gender-based violence.

This training will address understanding and responding to sexual assault, sexual violence and/or gender-based violence, trauma-informed practice, and ongoing updates to best practices.

## ASSOCIATED DOCUMENTS

Schedule A Sexual Assault, Sexual Violence, and Gender-Based Violence Prevention and Response Committee Terms of Reference

## POLICY/PROCEDURE REFERENCE

- HS.1.6 Preventing and Responding to Sexual Assault, Sexual Violence, and Gender-Based Violence policy
- HS.1.6.2 Sexual Assault, Sexual Violence, and Gender-Based Violence – Disclosures procedure
- HS.1.6.3 Sexual Assault, Sexual Violence, and Gender-Based Violence - Reporting procedure

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