



NEAR NORTH
Aviation

Sexual Violence and Harassment Action Plan

Application

This policy applies to all students and staff of Near North Aviation, including individuals engaged on a full-time, part-time, contract, temporary, or probationary basis.

This policy applies to conduct that occurs on Near North Aviation premises, during training activities, instructional flights, off-site training or work-related activities, and at any event or activity that is authorized, sponsored, or reasonably connected to Near North Aviation.

This policy also applies to conduct that occurs through electronic or online means, including email, messaging platforms, social media, or other digital communications, where such conduct has an impact on the Near North Aviation learning or working environment.

Purpose

Near North Aviation is committed to maintaining a learning and working environment that is free from sexual violence and harassment. Everyone has the right to be treated with dignity and respect.

The purpose of this policy is to outline Near North Aviation's approach to preventing and responding to incidents and complaints of sexual violence and harassment within its community. This includes establishing clear standards of behaviour, defining prohibited conduct, and setting out a fair, impartial, and respectful process for reporting, responding to, and investigating incidents.

This policy is intended to promote accountability, ensure access to appropriate supports and accommodations, and comply with applicable legislative and regulatory requirements.

Definitions

“Sexual Violence” - Any sexual act or act targeting a person’s sexuality, gender identity, or gender expression, whether physical or psychological in nature, that is committed, threatened, or attempted against a person without the person’s consent. Sexual violence includes, but is not limited to, sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, and sexual exploitation.

“Sexual Harassment” – A course of vexatious comment or conduct of a sexual nature, or based on sex, sexual orientation, gender identity, or gender expression, that is known or ought reasonably to be known to be unwelcome. Sexual harassment may include unwelcome sexual advances, requests for sexual favours, sexually suggestive comments, jokes, gestures, or the display or distribution of sexual or sexually explicit materials.

“Consent” – The voluntary and explicit agreement to engage in sexual behaviour. Consent requires that a person be capable of freely agreeing to the behaviour or action and is not obtained through coercion, intimidation, threats, or intoxication.

“Personal Harassment” – Any unsolicited, unwelcome, disrespectful, or offensive behaviour that has an underlying sexual, discriminatory, ethnic, or racial connotation.

“Complainant” - The individual who discloses, reports, or files a complaint of sexual violence or harassment under this policy.

“Respondent” - The individual against whom an allegation or complaint of sexual violence or harassment is made.

“Witness” - An individual who may have observed, has knowledge of, or possesses information relevant to an incident or complaint.

“Incapacity to Consent” - A person is incapable of consenting where they are unconscious, asleep, impaired by drugs or alcohol, or otherwise unable to understand the nature of the activity or communicate voluntary agreement.

“Interim Measures” - Temporary, non-disciplinary actions implemented to protect the safety, well-being, or academic and training environment of individuals involved in an incident or complaint while an investigation or decision-making process is ongoing.

“Investigation” - A fair, impartial, and timely process undertaken to gather and assess information relating to an incident or complaint of sexual violence or harassment for the purpose of determining findings and appropriate action.

Policy

Sexual assault, sexual violence, and harassment are unacceptable and will not be tolerated at Near North Aviation. Near North Aviation is committed to maintaining a safe, respectful, and inclusive learning and working environment for all students and staff.

A copy of this policy will be provided to all students and staff upon enrolment or commencement of employment or engagement with Near North Aviation.

Near North Aviation encourages the reporting of incidents of sexual violence or harassment and is committed to responding to all disclosures, reports, and complaints in a timely, fair, and respectful manner.

Near North Aviation recognizes that sexual violence and harassment can occur between individuals regardless of sex, sexual orientation, gender, gender identity, gender expression, or relationship status, in accordance with the Ontario Human Rights Code.

Near North Aviation shall take reasonable steps to accommodate the needs of students affected by sexual violence or harassment, including those who disclose an incident, make a complaint, or access supports or services. Accommodations will be provided in a manner that respects dignity, autonomy, and confidentiality, and may include academic, training, or administrative accommodations as required.

Reporting Process

Students who believe they have experienced or disclosed sexual violence or harassment, or who have witnessed such conduct, are encouraged to report the incident to Near North Aviation.

Written complaints shall be submitted to the President of Near North Aviation:

Garret Bannerman-Maxwell
400 Stoney Creek Road
York, ON N0A 1R0
gmaxwell@nearnorthaviation.com

Complaints should include:

1. The date and time of the incident
2. The name(s) of the person(s) involved
3. The name(s) of any witnesses
4. A description of the incident

A complaint may be withdrawn at any time. However, Near North Aviation may continue an investigation where required to meet legal or safety obligations.

Reprisals, retaliation, or threats against a complainant or witness are prohibited and may result in disciplinary action.

Confidentiality

Near North Aviation will take reasonable steps to protect the confidentiality of all parties involved in an incident or complaint of sexual violence or harassment. Information will only be disclosed where:

1. There is a risk of harm to an individual or others
2. Disclosure is required for investigation, legal, or disciplinary purposes

Investigation

Any student or staff member may file a written complaint under this policy. Upon receipt of a complaint, Near North Aviation will initiate an investigation.

The investigation process may include:

1. Interviewing the complainant
2. Interviewing the respondent
3. Interviewing witnesses or other relevant individuals
4. Providing the respondent with notice of the complaint

Both parties may be accompanied by a support person of their choosing.

Students who disclose or report sexual violence or harassment will not be asked irrelevant or inappropriate questions during the investigation process. This includes questions relating to sexual expression, gender identity, sexual orientation, or past sexual history where such information is not directly relevant to the matter being investigated.

Interim Measures

While an incident or complaint is being investigated, Near North Aviation may implement interim measures to protect the safety and well-being of those involved. Interim measures are non-disciplinary and do not represent a finding of wrongdoing.

Examples may include:

- Adjustments to schedules, training assignments, or instructional groupings
- Temporary separation of involved parties
- Temporary changes to training locations or aircraft assignments
- Academic or administrative accommodations
- Temporary administrative leave for staff, where appropriate
- Referral to support services

Interim measures may be modified or removed as appropriate.

Corrective Action

If an investigation determines that sexual violence or harassment has occurred, Near North Aviation will take appropriate disciplinary action, which may include termination of employment or expulsion of a student.

Near North Aviation will cooperate fully with law enforcement where criminal proceedings are initiated.

False Statements

Knowingly making a false or malicious complaint may result in disciplinary action.

Appeal

Individuals subject to disciplinary action under this policy may submit a written appeal to the President of Near North Aviation.

Collection of Data

Near North Aviation will collect and, upon request, provide data to the Superintendent of Career Colleges in accordance with section 32.1(8) to (11) of the Ontario Career Colleges Act, 2005.

Review

This policy will be reviewed at least once every three years to ensure ongoing compliance with applicable legislation, regulations, and Ministry directives. The policy may be reviewed and updated more frequently as required to reflect legislative or regulatory changes, Ministry guidance, or operational requirements.

Last Review

January 2026

Policy Acknowledgement

I acknowledge that I have received a copy of the Near North Aviation Sexual Violence and Harassment Action Plan. I understand how to access supports and services and how to report or make a complaint under this policy.

Date: _____

Name of Student (print): _____

Signature of Student: _____

Resources

Ontario Provincial Police – Cayuga Detachment
(905) 772-3322 or 911

Assaulted Women’s Helpline
1-888-915-8556

Sexual Assault Centre Hamilton Area
905-525-4162

Sexual Assault and Domestic Violence Care Centre
905-521-2100 ext. 73557