

# **Sexual Violence Prevention Policy and Response Protocol**



Ben's International  
Driving School

Last Revised on 7 March 2025

## Introduction

Ben's International Driving School is committed to fostering a learning and working environment free of sexual violence and harassment. This policy has been developed in compliance with The Sexual Violence Awareness and Prevention Act and aligns with Manitoba's Post-Secondary Sexual Violence Policy Guide. It outlines our commitment to:

- Raising awareness about sexual violence, including digital harassment.
- Providing a clear, survivor-centered response protocol.
- Ensuring access to support services and reasonable accommodations.

This policy applies to all students, instructors, faculty, staff, administrators, and visitors affiliated with Ben's International Driving School.

## Section I – Policy Statement

Sexual violence, in any form, is unacceptable and will not be tolerated. Our key principles include:

- Survivors will be believed, respected, and supported in their decisions.
- Perpetrators will be held accountable, facing disciplinary action up to expulsion or termination.
- All efforts will be made to maintain confidentiality and anonymity.
- The school will actively engage in education and prevention activities.

## Section II – Definitions

### Consent

Consent is the voluntary, affirmative, and conscious agreement to engage in sexual activity. Under The Criminal Code of Canada, consent:

- Is never assumed or implied.
- Cannot be given if impaired by alcohol, drugs, or unconsciousness.
- Must be freely given and can never be obtained through coercion.
- Can be revoked at any time.

### Cyber Harassment and Stalking

The use of digital platforms to harass, intimidate, or threaten individuals is a criminal offense. This includes unwanted messages, threats, or digital surveillance.

### Sexual Harassment

Any unwelcome conduct, comment, gesture, or contact of a sexual nature that may cause offense, humiliation, or create a hostile learning environment.

## Disclosure vs. Reporting

- Disclosure: Sharing an experience with someone you trust (friend, instructor, counselor, etc.).
- Report: Filing an official complaint with the school or law enforcement.

## Section III – Response Protocol

### Survivor Rights

Survivors have the right to:

- Be believed and treated with dignity.
- Choose whether to report to the police or school administration.
- Access on-campus and off-campus support services.
- Request reasonable accommodations for safety and well-being.

### Confidentiality

Ben's International Driving School prioritizes confidentiality. However, exceptions apply if:

- There is a risk of harm to the survivor or others.
- A minor (under 18 years old) is involved.
- There is an obligation to ensure community safety.

### Complaint and Response Process

A complaint can be submitted via in person at the administrative office.

- Phone: 204-5830980
- Email: [bensinternationaldrivingschool@gmail.com](mailto:bensinternationaldrivingschool@gmail.com)
- Postal Mail: 8 Symington Lane North, Navin, MB. R5T 0J1

Upon receiving a complaint, a school representative will discuss options with the complainant, including seeking medical attention, law enforcement support, or community-based services.

### Third-Party & Anonymous Reporting

Ben's International Driving School supports third-party reporting in partnership with Klinik Community Health Centre, Ka Ni Kanichihk, and Sage House. Anonymous reports can be submitted through these organizations.

## Section IV – Training, Awareness & Prevention

- Mandatory policy orientation for students and staff.
- Annual refresher training for faculty, staff, and contractors.
- Workshops on consent, bystander intervention, and online safety.

- Promotion of resources and support services via emails, posters, and social media.
- Cultural sensitivity training for staff to support vulnerable populations, including Indigenous women, newcomer communities, and LGBT2SQ+ individuals.

### **Section V – Public Accountability & Reporting**

- The school will track and publicly report on training sessions, awareness campaigns, and support services used.
- Annual review of the policy, incorporating student feedback and expert consultation.
- Policy updates will be communicated via website postings and email notifications.

### **Section VI – Disciplinary Actions & Reprisals**

- Individuals found guilty of sexual violence will face disciplinary measures up to expulsion or termination.
- Retaliation against individuals who report or disclose incidents is strictly prohibited and subject to disciplinary action.

### **Section VII – Contact & Additional Resources**

For more information, contact:

- Rachel Wu, Operation Manager
- Phone: 204-5830980
- Email: [bensinternationaldrivingschool@gmail.com](mailto:bensinternationaldrivingschool@gmail.com)

For external support, visit:

- [Manitoba Sexual Violence Resources](#)
- [Klinik Sexual Assault Support](#)
- [RCMP & Winnipeg Police Service](#)

Acknowledgment & Agreement Upon signing, this policy forms part of the legally binding Class 1 Professional Driver Training Service Agreement. By signing, I confirm I have read, understood, and agree to comply with this policy.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Section VIII – Complaint/Report Form**

Ben’s International Driving School Sexual Violence Complaint/Report Form

Part 1: Complaint/Report Details

- Date of Report: \_\_\_\_\_
  - Name of Complainant (optional): \_\_\_\_\_
  - Location of Incident: \_\_\_\_\_
  - Date of Incident: \_\_\_\_\_
  - Time of Incident: \_\_\_\_\_
  - Victim’s Name (if different from complainant, optional): \_\_\_\_\_
  - Additional Witnesses: \_\_\_\_\_
  - Description of Incident:  
\_\_\_\_\_  
\_\_\_\_\_
  - Immediate Actions Taken (e.g., request to stop behavior, contacted supervisor, called 911, etc.):  
\_\_\_\_\_  
\_\_\_\_\_
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Part 2: Corrective and Preventative Actions (to be completed by school administrator)

- Actions Taken:  
\_\_\_\_\_  
\_\_\_\_\_
- Persons Responsible:  
\_\_\_\_\_  
\_\_\_\_\_
- Target Date for Completion: \_\_\_\_\_
- Completion Date: \_\_\_\_\_

Administrator Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

## **Section XI – Policy Review and Update Schedule**

This policy is scheduled for review and updates at least once every four years to ensure continued compliance with legislative requirements and best practices. The next scheduled review will take place in March 2029.