



AXIS INSPECTION GROUP LTD.
1239 Manahan Ave., Winnipeg, MB R3T 5S8
Phone: (204) 488-6790
Email: office@axisinspection.com
www.axisinspection.com

AXIS INSPECTION GROUP LTD
SEXUAL VIOLENCE POLICY AND RESPONSE PROTOCOL

Issued By:	Bonnie Pankratz
Written By:	Sabrina Woligroski
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1. PURPOSE AND INTRODUCTION

AXIS is committed to providing a safe and professional learning and working environment to all students and staff.

Sexual violence - including sexual harassment and sexual assault in all of its forms - can be deeply harmful and traumatizing to individuals involved, as well as detrimental to a healthy learning community. As part of our commitment, AXIS has outlined policies and guidelines to prevent, raise awareness of, and respond to instances of sexual violence within its learning program.



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2. DEFINITIONS

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

Consent is central to sexual assault. The criminal code of Canada defines consent as it related to sexual assault as the voluntary agreement to engage in sexual activity. An individual must actively and willingly give consent to sexual activity. Simply stated, sexual activity without consent is sexual assault.

Where consent does not exist (lack of agreement); a person can express a lack of agreement verbally or through conduct. The criminal code makes it clear that a person can, after initially giving consent to engage in sex, can revoke consent at any time by expressing a lack of agreement to continue in sexual activity.

Cyber harassment/cyber stalking are defined as repeated, unsolicited, threatening behavior 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 behaviors 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.



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Sexual violence is defined as 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 is a crime called personal harassment. Stalking consists of repeated behavior that is carried out over a period of time, and which causes a person to reasonably fear for their safety.*



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3. UNDERSTANDINGS OF SEXUAL VIOLENCE

AXIS takes on the following understandings of sexual violence:

- i. Sexual violence is harmful, may be inflicted physically, verbally, digitally, or psychologically, and may include stalking, verbal harassment, sexual cyberbullying, inappropriate sexually-based jokes or images, or any overt or subtle act which reduces or provides power over another person in regards to their gender, gender identity, body, sexual orientation, or other sexual-related identity markers
- ii. Sexual violence in any form can be damaging and traumatizing to the individual experiencing the violence
- iii. The role of AXIS is not to police the learning community or investigate complaints, but to provide a positive learning environment and to respond quickly, appropriately and supportively to student disclosures of sexual violence
- iv. The person experiencing the act of sexual violence is the one who has the ability and freedom to define it as such
- v. individuals who come forward with a complaint or concern regarding sexual violence should be met with support, resources and reasonable accommodation to minimize the negative impact on their learning or working situation
- vi. Some communities and individuals are identified as a vulnerable population, which means they are statistically more prone to experiencing sexual violence than others. These include women, Indigenous women, those of the LGBT2SQ+ community, newcomer women, women from diverse ethno cultural communities, international students and women living with cognitive or physical disabilities. This policy is designed to be culturally sensitive and protect those that are part of a vulnerable population.
- vii. Consent needs to be central in every sexual encounter. Every person involved in the sexual touching or sexual communication must be an active, sober, non-coerced, and participating of their own free will and desire. Any sexual touching or communication which occurs outside of this situation can be considered sexual violence.



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4. AXIS COMMITTEE ON SEXUAL VIOLENCE

AXIS's committee on sexual violence will be the key conduit for instituting this policy. The committee will consist of at least three members of Axis Inspection Group, and will always include at least one woman. If at all possible and reasonable, at least two women will be represented on this committee.

The role of the Committee on Sexual Violence is:

- i. To ensure that this policy is fully upheld and updated every four years, or earlier if need arises
- ii. To appropriately respond to complaints and concerns regarding sexual violence experienced within the learning program or workplace
- iii. To provide support services information and resources to students and staff who have experience or concerns about sexual violence within the learning program or worksite
- iv. When requested via the formal complaint process, to provide reasonable accommodation to a student or staff person who has experienced sexual violence to ensure their learning program or workplace is minimally impacted by their experience



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5. POLICY

PART ONE – EDUCATION AND AWARENESS

- i. AXIS will provide education and awareness to its staff and students regarding sexual violence and this sexual violence policy by:
 - a. Providing information on sexual violence and the sexual violence policy to every incoming student during orientation activities
 - b. Providing yearly training to all staff members regarding sexual violence, the sexual violence policy, and their role in the disclosure and complaint process
 - c. Providing copies of this policy as well as sexual violence resources to all students and staff in hard copy on site

- ii. In our efforts towards sexual violence prevention, AXIS will:
 - a. Post a hard copy of this policy in a visible area accessible to all students and staff
 - b. Conduct a yearly walkthrough of the learning site with members of the committee on sexual violence as well as a current or recent student to identify physical aspects of the learning site which may be contributing to a socially unsafe and unprofessional learning environment.
 - c. Ensure that all learning materials used have a balanced representation of women within the occupational field
 - d. When available, post materials of campaigns or posters related to reducing sexual violence and/or increasing diversity within trades professions

- iii. AXIS will promote the Sexual Violence Policy by:
 - a. An Initial social media campaign on company platforms, including, Instagram, Facebook and Twitter.
 - b. A copy of the policy will be available via a website link
 - c. Will be featured in a blog post which is also linked to each social media campaign.



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PART TWO – COMPLAINT AND RESPONSE PROTOCOL

- i. Experiencing an act of sexual violence
 - a. If a student or staff person experiences an act of sexual violence within the learning program, the following options are available to them. They will not be coerced into a particular form of action by any staff or administration at AXIS.
 - 1) Seek assistance and support from a staff person of the learning program, and/or any member of the committee on sexual violence in regards to this policy and any available community resources
 - 2) Make a formal complaint regarding the experience, which may include a request to work with the Committee on Sexual Violence to access reasonable alternate accommodation in regards to the specific needs of the experience
 - 3) Seek out and access community resources and services regarding their experience
 - 4) Seek out and access legal action (this is done completely independently of the learning institution)
 - 5) Seek out and access civil action (this is done completely independently of the learning institution)
- ii. Responding to a disclosure or concern about sexual violence
 - a. Students or staff members who experience or are concerned about sexual violence within the learning program or the workplace are encouraged to come forward with their information. This person is encouraged to contact a member of AXIS's Committee on Sexual Violence in whatever form feels comfortable for them (in person, via email, phone call, etc.). If the student or staff person who is coming forward does not feel comfortable contacting any member of the Committee directly, they are encouraged to speak to any staff person of AXIS as their first point of contact.
 - b. The staff person who received the disclosure, whether they are a member of the Committee or not, will respond in the following manner:



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1. The person coming forward will be verbally thanked for coming forward and reassured that their concern will be taken seriously.
 2. The person coming forward will be provided a community resource list for them to access at their own discretion, including the Klinik Sexual Assault Crisis Line Program..
 3. The person coming forward will be instructed about their options regarding Part 2ia. It must be stressed that the person coming forward will not be pressured or coerced in any way to any of these options, and that no action will be taken on their behalf without their consent.
 4. The person coming forward will be told about their option to lodge a formal complaint to the Committee. They should know that if a complaint is filed, the Committee will work with the person coming forward to which would include a request to work with the Committee on Sexual Violence to access reasonable alternate accommodation in regards to the specific needs of the experience
- c. If the staff person who initially receives the disclosure is not a member of the Committee on Sexual Violence, the staff person will ask the person coming forward for permission to either accompany the person coming forward to a meeting with one or more members of the Committee on Sexual Violence, or to pass the story of their experience onto the committee. They should be advised that if the person coming forward chooses to formally lodge a complaint, that the complaint goes through that committee and their name must be attached.
- d. If any member of the Committee on Sexual Violence is in any way connected to the person coming forward's experience or concern, that person or persons will be removed from the Committee for the rest of this process.



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iii. Making a complaint of sexual violence

- a. If the student or staff person who has experienced sexual violence decides to lodge a formal complaint, they will meet in person (if at all possible) with one or more members of the Committee on Sexual Violence. At the meeting, the person coming forward is welcome to bring up to 2 support people if desired.
- b. Details of the complaint and experience will be written down by the person coming forward. This can be done with the assistance of a committee member, if requested.
 - 1) The written complaint should include as much details of the experience(s) as possible, to give the committee as in depth of an understanding of what happened as possible, in order to inform an adequate accommodation response.
- c. Once the complaint is received, the committee will work with the person coming forward to create a plan for reasonable accommodation moving forward. The goal will be to ensure that the person's learning and/or work environment is minimally impacted by the experience. This accommodation plan will necessarily look very different based on the specific case, but may include physical separation of individuals, alternative timelines for work submission, etc. All efforts should be taken to ensure the person coming forward is comfortable with moving forward with their learning or work plans.



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PART THREE – REPORTING

AXIS will keep a record of all activities outlined within Part 1 of this policy, and will publish a yearly report of these activities for stakeholders.

4. POLICY DEVELOPMENT AND REVIEW

The Committee on Sexual Violence will conduct a basic yearly review of this policy to ensure acceptability. A current or recent student will be invited into this process.

This policy will receive an official formal full review no less than every 4 years.



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5. LIST OF SUPPORTS

Information on Reporting a Sexual Assault

<http://klinik.mb.ca/in-person-counselling/sexual-assault-crisis-counselling/reporting-a-sexual-assault/>

Sexual Assault counselling Services

<http://klinik.mb.ca/in-person-counselling/sexual-assault-crisis-counselling/>

Winnipeg Police Service – Sex Crimes, Child Abuse, Victim Services

http://winnipeg.ca/police/units_and_divisions/division41.stm

Winnipeg Police Services – Victim Services

http://winnipeg.ca/police/Units_and_Divisions/victim_services.stm

Provincial Victim Services

<http://www.gov.mb.ca/justice/victims/services.html>

Trauma Recovery

<http://trauma-recovery.ca/>

Health Science Centre Sexual Assault Program

<http://www.hsc.mb.ca/emergencynurseexam.html>

Teen Clinic

<http://teenclinic.ca/>

STI Clinic

<http://klinik.mb.ca/health-care/drop-in-services/sti-klinik/>



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Crisis Services: Telephone Numbers

Sexual Assault Crisis Line (24/7)

Toll Free 1-888-292-7565

Winnipeg 204-786-8631

Klinic Crisis Line (24/7)

Toll Free 1-888-322-3019

Winnipeg 204-786-8686

Manitoba Suicide Prevention & Support Line (24/7)

Toll Free 1-877-435-7170

Domestic Violence Crisis Line (24/7)

Toll Free 1-877-977-0007

Visit **YOU ARE NOT ALONE** for the most up to date list of services available in Manitoba