

YORKVILLE EDUCATION COMPANY

POLICY ON PREVENTION OF SEXUAL VIOLENCE

1. STATEMENT OF COMMITMENT

- 1.1 Yorkville Education Company, including its affiliates, (Yorkville”) is committed to providing its students with an educational environment free from sexual violence (“Sexual Violence”) and treating its students who report incidents of Sexual Violence with dignity and respect.
- 1.2 Yorkville recognizes that Sexual Violence is a fundamental affront to an individual’s rights, dignity and integrity.
- 1.3 Yorkville has adopted this Policy on the Prevention of Sexual Violence (the “Policy”), which defines Sexual Violence and outlines its training, reporting, investigative and disciplinary responses to complaints of Sexual Violence made by its students that have occurred on its campus, or at one of its events and involve its students.
- 1.4 Yorkville ensures that Members of the Yorkville Community who are affected by Sexual Violence are supported, treated with compassion and Yorkville will appropriately accommodate their needs.
- 1.5 Yorkville shall not charge a fee for the provision of supports, services or accommodation to students who are affected by Sexual Violence, or for referring a student to any such supports or services that are available off-campus.
- 1.6 If this Policy conflicts with any Yorkville policy concerning expulsion, then this Policy shall prevail.
- 1.7 Yorkville recognizes that Sexual Violence can occur between individuals regardless of sex, sexual orientation, gender identity or gender expression, or family status.
- 1.8 Yorkville recognizes the intersection of Sexual Violence with discrimination and harassment.
- 1.9 Yorkville recognizes that Sexual Violence is overwhelmingly committed against women, and in particular women who experience the intersection of multiple identities such as, but not limited to, indigenous women, women with disabilities, and racialized women. Additionally, Yorkville recognizes that those whose gender identity or gender expression does not conform to certain gender norms are also at increased risk of Sexual Violence. Yorkville recognizes that individuals from certain marginalized communities may be especially vulnerable to sexual harassment and Sexual Violence.
- 1.10 Yorkville will maintain annual statistics, without identifying information, on disclosed and reported incidents of Sexual Violence and in accordance with legislative requirements. External reporting of such statistics will be done in accordance with legislative requirements.
- 1.11 Yorkville will provide or make available to Members of the Yorkville Community education and awareness training on this Policy and on the prevention of Sexual Violence, with content tailored to the audience and relevant to their role and responsibility in responding to and addressing Sexual Violence.

2. APPLICATION AND SCOPE

- 2.1 The overarching purposes of this Policy are to reaffirm Yorkville’s commitment to a safe and healthy campus and to set out Yorkville’s response to incidents of Sexual Violence.
- 2.2 This Policy applies to all Yorkville Education Company ULC Canadian locations.
- 2.3 The resolution options described in the procedures are in addition to, and not in substitution for, other internal or external options or other legal rights. Nothing in this Policy is intended to discourage, prevent or preclude an individual from filing a report and/or complaint under any other policy of Yorkville and/or initiating legal action (civil or criminal) or exercising any other legal rights.

3. DEFINITIONS

- 3.1 **Complainant:** means a person who has been affected by Sexual Violence. For the purposes of this Policy, the term Complainant is used throughout, irrespective of whether the person who has been affected by Sexual Violence chooses to disclose or report the incident or pursue a complaint under any Yorkville policy.
- 3.2 **Complaint:** the sharing of information by an individual with a designated Yorkville official regarding an incident(s) of Sexual Violence experienced by that individual with the intention of proceeding under the Complaints process outlined in this Policy and with the possible outcome of formal sanctions against the Respondent resulting from that process.
- 3.3 **Consent:** The voluntary agreement of an individual to engage in a sexual act. Consent is positive, active and ongoing, and can be revoked at any time. Consenting to one kind of sexual act does not mean that consent is given for another sexual act or kind of activity. Consent is NOT obtained where a person is incapable of consenting – for example by intoxication, or where a person is induced to engage in the activity by someone abusing a position of trust, power or authority.
- 3.3.1 As per Canada’s *Criminal Code*, it is not a defence to an allegation of Sexual Violence that the Respondent believed that the Complainant consented to the activity that forms the subject-matter of the complaint, where (a) the Respondent’s belief arose from the Respondent’s (i) self-induced intoxication; or (ii) recklessness or willful blindness; or (b) the Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain that the Complainant was consenting.
- 3.3.2 For greater clarity, Consent:
- cannot be assumed or implied;
 - cannot be given by silence or the absence of “no”;
 - cannot be given by an individual who is impaired by alcohol or drugs, or is unconscious;
 - cannot be given by an individual who is asleep;
 - cannot be obtained through threats or coercion;
 - can be revoked at any time by words or by conduct;
 - cannot be given if the person who is said to have engaged in Sexual Violence has abused a position of trust, power or authority; and
 - might not be given properly if an individual has a condition that limits his or her verbal or physical means of interaction – in such instances, it is extremely important to determine how consent will be established.
- 3.4 **Disclosure:** the sharing of information by an individual with a Member of the Yorkville Community regarding an incident of Sexual Violence that has affected that individual. Yorkville offers confidential support, services and accommodations to those who have experienced Sexual Violence, regardless of whether the incident occurred on campus or off, and regardless of whether the incident involves other Members of the Yorkville Community.
- 3.5 **Investigation:** the action of investigating an allegation under this Policy. Yorkville will conduct an investigation that is appropriate in the circumstances. An investigation will include an impartial investigator, the collection of relevant information and procedural fairness to the Respondent.
- 3.6 **Member of the Yorkville Community:** includes students, faculty, contractors, the Board of Governors, volunteers and all employees of Yorkville.
- 3.7 **Report:** the sharing of information by an individual with a designated Yorkville official regarding an incident of Sexual Violence experienced by, or witnessed by, that individual, with the intention of initiating one of the processes set out in this Reporting section of this Policy.
- 3.8 **Respondent:** an individual against whom a formal complaint alleging engagement in Sexual Violence is filed. The individual must be a Member of the Yorkville Community and must have been a Member of the Yorkville Community at the time of the incidents alleged in the complaint.
- 3.9 **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.

- 3.10 **Student:** any person taking one or more courses at Yorkville, either full-time or part-time, in any program of study, including special students. For clarity, a student is a person who is: registered in a Yorkville course of study and/or engaged in any academic work that leads to the assigning of a mark, grade or statement of performance by the appropriate authority within Yorkville and/or entitled to a valid student ID card who is between sessions. An individual's status as a student is not affected by whether the person studies online or on campus.

4. CONFIDENTIALITY AND PRIVACY

- 4.1 All disclosures, reports and complaints of Sexual Violence to Yorkville will be treated in a confidential manner.
- 4.2 All Members of the Yorkville Community who receive a disclosure of Sexual Violence or who are involved in addressing or investigating it must keep the matter confidential in order to safeguard individuals against unsubstantiated allegations, to protect Complainants from retaliation or reprisal, to protect the rights of those involved in the allegations and prevent an unjustified invasion of their personal privacy and to preserve the integrity of the investigation.
- 4.3 Yorkville will make every reasonable effort to maintain confidentiality when it becomes aware of an incident of Sexual Violence and will limit disclosure of information about individuals to those within Yorkville who need to know for the purposes of, or those consistent with investigating or taking corrective action. Under the following circumstances, however, Yorkville might face additional legal obligations and may not be able to guarantee complete confidentiality if:
- an individual is at imminent risk of self-harm;
 - an individual is at imminent risk of harming an identified individual;
 - Members of the Yorkville Community or the broader community may be at imminent risk of harm; or
 - disclosure is required by law.
- 4.4 If a survivor or other person requests that Yorkville not act on a Report of Sexual Violence, Yorkville must weigh that person's request against Yorkville's legal obligation to take action and provide a learning and work environment that is safe and free from Sexual Violence for all Members of the Yorkville Community. However, a Complainant has the right not to participate in any investigation that may be conducted by Yorkville.

5. DISCLOSURE

- 5.1 Under this Policy, any student of Yorkville may file a report of an incident or a complaint to their Campus Principal or his/her designate in writing. The Campus Principal is the first point of contact for a student affected by an incident of Sexual Violence. In the event that the allegations of Sexual Violence involve the Campus Principal, any student of Yorkville may file a report of an incident or a complaint to the Director, Human Resources. In these circumstances, Yorkville will refer the investigation to an external investigator to conduct an impartial investigation and assume related responsibilities of the Campus Principal under this Policy. Further, in the event of a complaint or report involving the Campus Principal, the Director, Human Resources will provide access to supports, services and, where appropriate, referrals to community resources, to students who disclose an incident of Sexual Violence, and will coordinate the provision of academic and other accommodations if required.
- 5.2 A disclosure can be made to any Member of Yorkville Community. A disclosure may relate to a Respondent who is or is not a Member of the Yorkville Community and to an incident(s) that happened on or off campus.
- 5.3 The Campus Principal will provide access to supports, services and, where appropriate, referrals to community resources, to students who disclose an incident of Sexual Violence. Examples of supports and services provided include counselling, access or referrals to medical services and emergency services.
- 5.4 The Campus Principal will coordinate the provision of academic and other accommodations if required. Examples of accommodations include extensions on assignments, including provision of incomplete grades, deferrals for examinations, exemption from attendance policies, and petitions for late withdrawal. The Campus Principal can assist the student with the process of seeking academic accommodations and arranging the necessary paperwork without disclosing his/her incident to members of the faculty.
- 5.5 The Campus Principal will provide information to Complainants about the Reporting and Complaints options available under this and related policies.

- 5.6 **Duty to Refer:** If an incident of Sexual Violence is disclosed to a Member of the Yorkville Community, the person to whom it is reported has a duty to refer the Complainant to this Policy and inform the Complainant that the Campus Principal is the point of contact to obtain information about the availability of supports and services and reporting and complaint options.
- 5.7 Yorkville recognizes that disclosures are often shared in confidence, that the Complainant may have an expectation of confidentiality, and that in many cases confidentiality is essential in order for Complainants to come forward. The person to whom the disclosure is made should hold such information in confidence except as directed by the Complainant or as indicated in the "Confidentiality and Privacy" provisions set out in section 4 of this Policy.
- 5.8 Yorkville recognizes that an individual who has experienced an incident of Sexual Violence may require time and reflection before making the decision as to whether or not they wish to make a disclosure or a report of the incident. Notwithstanding those considerations, individuals who have experienced an incident of Sexual Violence are encouraged to make a disclosure and/or report as soon as they are able to do so, recognizing that the passage of time may affect Yorkville's ability to address the issues raised by a disclosure or a report.
- 5.9 A Complainant is not required to make a report or file a Complaint about an incident of Sexual Violence in order to obtain the support and services or accommodations referred to in this Policy.

6. REPORTING

- 6.1 A Complainant has the right to report an incident of Sexual Violence to Yorkville for the purposes of initiating the processes set out in this section.
- 6.2 A Complainant also has the right to move directly to the Complaints process outlined in section 7 of this Policy or to any other relevant policy.
- 6.3 The Complainant is entitled to receive other support outlined in this Policy regardless of whether they decide to request an investigation or choose not to participate in one.
- 6.4 A Report of Sexual Violence should be directed to the Campus Principal. A Report can be made in person, by telephone or by email.
- 6.5 Yorkville will take reasonable steps to protect Complainants who report an incident of Sexual Violence from retaliation. For example, Yorkville may advise individuals in writing of their duty to refrain from committing an act of reprisal, and sanction individuals for a breach of that duty. Yorkville may also address the potential for reprisals by providing an accommodation appropriate in the circumstances. For example, a Complainant may be provided with a security escort to, from and between their classes.
- 6.6 **Preliminary Investigation**
- 6.6.1 Upon receipt of a report of an incident or a complaint of alleged Sexual Violence being made, the Campus Principal will respond promptly.
- 6.6.2 The Campus Principal will undertake a preliminary investigation for the purposes of determining interim measures (see paragraph 6.8) and of assessing risk to Members of the Yorkville Community (see paragraph 6.9).
- 6.6.3 The Campus Principal will determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation.
- 6.6.4 A Complainant can choose not to request an investigation by Yorkville and has the right not to participate in any investigation that may occur. Where a choice not to participate in an investigation is made, the Complainant will be advised that this may affect the nature of the investigation and the ability to draw conclusions from any investigation report.
- 6.6.5 The Campus Principal will determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved.
- 6.6.6 The Campus Principal makes the determination that the Report does not appear to fall within the scope of this Policy, or if Yorkville decides not to commence an investigation, the Campus Principal will notify the Complainant of this determination and the reasons for this determination. The Campus Principal will also determine whether or not to disclose the fact a complaint was made and any other information to the Respondent. Where such disclosure is

- made to the Respondent, the Campus Principal will take reasonable measures to protect the confidentiality of the Complainant.
- 6.6.7 The Campus Principal will determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved.
- 6.6.8 The Campus Principal will determine whether an incident of Sexual Violence should be referred immediately to the police. In such cases, Yorkville may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.
- 6.6.9 Where an allegation of Sexual Violence is made by a person who has not experienced Sexual Violence themselves, Yorkville's ability to address the allegation will depend on a number of factors regarding the information available and the person's decision respecting whether or not to participate in a Yorkville process.
- 6.6.10 If the Complainant requests that Yorkville not investigate or act on a Report of an incident of Sexual Violence, Yorkville will consider the Complainant's request but may decide to proceed, in respect of Yorkville's responsibilities to maintain the safety of Yorkville community as set out in this Policy. In such cases, the Complainant has a right to choose not to participate in such an investigation.
- 6.6.11 If requested by the Complainant and, subject to any applicable legal obligations and access to information and privacy legislation, the Complainant will be informed of the outcome of such an investigation.
- 6.6.12 Both the Complainant and the Respondent have the right to be accompanied by a support person at every stage of the investigation and any process that follows the investigation under this Policy. A support person, whether or not a Member of the Yorkville Community, is expected to adhere to the principles of "Confidentiality and Privacy" outlined in this Policy.
- 6.6.13 In the event that a Complaint is filed under section 7 of this Policy, the report of the preliminary investigation will be provided to the Campus Principal.
- 6.6.14 Yorkville does not have the jurisdiction to address allegations made against a person who is not a Member of the Yorkville Community. However, in the event of such allegations, Yorkville may be able to take measures, such as restricting access to campus by the person against whom allegations are made.
- 6.6.15 In respect of Yorkville's limited powers to investigate matters that occur off campus and/or involve parties who are not Members of the Yorkville Community, Complainants are encouraged to file reports with municipal police.
- 6.7 **Safety Plans:** The Campus Principal will coordinate safety plans for Complainants. Components of safety plans can include: escorts to and from campus and/or transit, parking lots; advice and support around enhancing off-campus safety and/or security services.
- 6.8 **Interim Measures:** The Campus Principal will consider implementation of interim measures to protect Complainants while any external or internal proceedings are underway. Examples of interim measures include: removal of the Respondent from classes, separation of the parties, no contact orders, class and/or schedule changes, limits on accessing particular and/or all facilities.
- 6.9 **Risk Assessment:** The Campus Principal will cause an assessment of risk to the community to be conducted.
- 6.9.1 **Emergency Measures:** If the Campus Principal determines that the presence at Yorkville of a student poses a risk to safety or security of any Member of Yorkville Community or other persons resulting from an incident of Sexual Violence, the Campus Principal may impose an immediate suspension of up to 10 days. The Respondent will be notified of the decision to invoke an immediate suspension.
- 6.9.2 If, after further investigation, the Campus Principal determines that the student continues to pose a risk to safety or security of any Member of the Yorkville Community or other persons resulting from an incident of Sexual Violence, the Campus Principal may suspend a student for more than 10 days to a maximum of 60 days.

- 6.9.3 Where a student has been charged under the *Criminal Code*, the maximum number of days may be extended to take into account the scheduling of criminal proceedings, depending on the nature and severity of the offence with which the student is charged and the terms set out in the relevant information.

7. COMPLAINTS

- 7.1 A person has the right to file a Complaint with respect to an incident of Sexual Violence in which the Respondent is also a Member of the Yorkville Community.
- 7.2 A Complaint can be filed if the Respondent alleged to have engaged in Sexual Violence is a Member of the Yorkville Community and was a Member of the Yorkville Community at the time of the incidents alleged in the Complaint.
- 7.3 **Choice not to file a formal complaint or not to investigate:** A person may choose not to file a formal Complaint under this Policy. If a person decides not to file a formal Complaint under this Policy or requests that Yorkville not investigate, the full range of supports and services outlined in this Policy remain available to that person. To the greatest extent possible, Yorkville will respect the person's choice not to proceed with a complaint under this Policy or a request that Yorkville not investigate.
- 7.4 If the Respondent's relationship with Yorkville ends and he or she is no longer at or with Yorkville, the formal Complaint process in this Policy may be suspended. If the Respondent returns and once again becomes a Member of the Yorkville Community, a formal Complaint process may resume. A Respondent's temporary leave of absence from Yorkville or a temporary break in his or her relationship with Yorkville do not prevent a resumption of a formal Complaint process when such leave has ended or when the relationship between Yorkville and the Respondent resumes.
- 7.5 Confidentiality requirements may change once the person or Yorkville decides to initiate a Complaint under this Policy. In addition to the "Confidentiality and Privacy" provisions, all Members of Yorkville Community who are involved in receiving a Report of an Incident of Sexual Violence or who are involved in addressing or investigating it should treat the matter as discreetly and confidentially as practicable within the context of their roles in implementing this Policy. Information will be shared only to the extent necessary to carry out responsibilities under this Policy or as required to provide a fair process during the investigation and decision-making process.
- 7.6 Both the Complainant and the Respondent have the right to be accompanied by a support person at any point during the investigation and assessment process and subsequent processes under this Policy. The support person, whether or not a Member of the Yorkville Community, is expected to adhere to the principles of "Confidentiality and Privacy" outlined in this Policy. The Complainant and the Respondent also have the right to be represented by legal counsel during the investigation and assessment process and subsequent processes under this Policy.
- 7.7 Yorkville will take reasonable steps to protect Complainants who file a Complaint under Yorkville policy from retaliation. For example: Yorkville may advise individuals in writing of their duty to refrain from committing an act of reprisal, and sanction individuals for a breach of that duty. Yorkville may also address the potential for reprisals by providing an accommodation appropriate in the circumstances.
- 7.8 Documents and information related to a formal Complaint, including the written formal Complaint, written responses, witness statements, investigation notes and reports, and documents related to the formal complaint and its investigation will be held securely. Specifically, this information will be kept by the Campus Principal in a locked and secure location. The documents will be kept for a period of two years from the date that the Complainant or Respondent cease to be enrolled in Yorkville, whichever is later.
- 7.9 **External recourse:** This Policy and the formal Complaint process do not prevent and are not intended to discourage a person from also reporting Sexual Violence to the police and pursuing a complaint of Sexual Violence through the criminal justice system or from pursuing a complaint of sexual harassment under the applicable provincial human rights legislation.
- 7.10 **Deadlines and timelines:** The deadlines mentioned in this Policy are meant to ensure that the matters are dealt with in a timely fashion. There may be, in exceptional and compelling circumstances, reasons to extend a deadline. In such cases, the Campus Principal may extend a deadline where the delay is requested in good faith and the extension does not prejudice or harm those involved in the Complaint. It can be difficult to

determine appropriate timelines for the resolution, investigation or a final disposition with respect to a formal complaint. Therefore, where no deadlines are mentioned in this Policy, the intention is always to use a reasonable time period and to act as expeditiously as possible in light of the nature and complexity of the circumstances of the Complaint and in light of other circumstances that may arise during the process that are beyond a party's reasonable control

7.11 Procedures for Adjudicating Complaints of Sexual Violence in Which the Respondent is a Yorkville Education Company Student

7.11.1 Initiating a Complaint

- 7.11.1.1 A formal Complaint to the Campus Principal must set out in writing the name of the Respondent, the nature and the details of the circumstances, including detailed facts, specific dates and names of potential witnesses.
- 7.11.1.2 The Campus Principal will acknowledge receipt, review it and if necessary, seek clarification from the Complainant on the information it contains.
- 7.11.1.3 The Campus Principal will assess the formal complaint and determine whether the conduct forming the basis of the complaint appears to fall within the definition of Sexual Violence as set out in this Policy.
- 7.11.1.4 If the Campus Principal considers that the conduct complained of does not fall within the definition of Sexual Violence as set out in this Policy, the Campus Principal will convey this assessment in writing to the Complainant and inform the Complainant of his or her right to request an appeal under paragraph 7.11.4 of this Policy or to seek remedy through other Yorkville policies

7.11.2 Investigation

- 7.11.2.1 If the Campus Principal considers that the conduct complained of falls within the definition of Sexual Violence as set out in this Policy, an Investigation will be initiated within ten business days of the receipt of the Complaint.
- 7.11.2.2 The Campus Principal shall have received training provided in the sensitive issues surrounding Sexual Violence, in procedures leading to fair resolution and in consequences or measures that may be appropriate to an incident of Sexual Violence and which act as deterrents to further occurrence of Sexual Violence.
- 7.11.2.3 If the Complainant chooses to participate in Yorkville's Investigation, then the Complainant shall be interviewed to ensure a complete understanding of the allegation and gathering additional information that may not have been included in the written Complaint such as the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred
- 7.11.2.4 The Respondent shall be informed of the Complaint, providing details of the allegations and giving the Respondent an opportunity to respond to those allegations and to provide any witnesses the Respondent feels are essential to the Investigation.
- 7.11.2.5 The Campus Principal will ask the Respondent to respond in writing to the formal Complaint. If the Respondent does not provide a written response within the time requested by the Campus Principal, the Investigation will proceed in the absence of a response.
- 7.11.2.6 The Campus Principal may interview any person involved or who has, or may have, knowledge of the incident and any identified witnesses.
- 7.11.2.7 The Campus Principal will provide reasonable updates to the Complainant and the Respondent about the status of the Investigation.
- 7.11.2.8 The Campus Principal may, at his/her discretion:
 - Re-interview the Complainant, Respondent or any witnesses;

- Appoint an independent investigator with competence in conducting investigations related to allegations of Sexual Violence, to investigate the Complaint.

7.11.2.9 Upon completion of the Investigation, the Campus Principal will:

- Review all of the evidence collected during the Investigation;
- Decide whether the Investigation was fair and conducted properly;
- Determine whether Sexual Violence occurred; and, if so,
- Determine what disciplinary action, if any, should be taken as set out in section 7.11.3 below.

7.11.2.10 The decisions of the Campus Principal upon completion of the Investigation, and the reasons in support of this decision must be in writing and be delivered to the Complainant and to the Respondent within 20 business days of the completion of the investigation.

7.11.3 Discipline

7.11.3.1 If the Campus Principal determines that the Respondent did engage in Sexual Violence, immediate disciplinary or corrective action will be taken.

7.11.3.2 The following list provides examples of disciplinary or corrective action and is not meant to be exhaustive nor necessarily represent a progression of consequences or measures:

- Attendance at educational sessions on the impact of Sexual Violence;
- Restricted or prohibited access to Yorkville campuses and/or services;
- Disciplinary action up to and including termination of employment of instructors or staff;
- Suspension of as from Yorkville for a specified period of time and/or until specified conditions are met; and
- Expulsion of a student from Yorkville.

7.11.3.3 In addition to the examples set out in paragraph 7.11.3.2, above, Yorkville may take any other disciplinary or corrective actions that may be appropriate in the circumstances.

7.11.4 Appeal

7.11.4.1 An appeal may be made only by the Complainant or the Respondent.

7.11.4.2 The appeal must be made in writing to the President of Yorkville Education Company (the "President") and within 10 business days after the date of the decision that is the subject of the appeal.

7.11.4.3 The appeal must include the reasons for the appeal, the reasons why the appeal should be granted, the arguments in support of the appeal and the outcome sought (the "Notice of Appeal").

7.11.4.4 The person seeking to appeal must demonstrate that:

- there has been a fundamental procedural error in the making of the appealed decision and that such error has caused or will cause actual prejudice to the person seeking the appeal; or
- there are new facts relevant to the appealed decision that were not available and could not have been provided to the Campus Principal .

7.11.4.5 Within 10 business days of receiving the Notice of Appeal, President shall notify both parties of substance of the Appeal. The party who did not submit the Appeal shall be given 10 business days to respond, in writing, to the substance of the Appeal.

- 7.11.4.6 Within 20 business days of receiving the response to the Appeal, the President shall render a decision as follows:
- Uphold the decision and sanctions of the Campus Principal.
 - Uphold the decision of the Campus Principal but render different sanctions.
 - Grant the Appeal, which shall overturn the decision and sanctions of the Campus Principal. An overturned decision shall result in the President determining new sanctions, if any, to be imposed.
- 7.11.4.7 The findings of the President shall be final and not subject to review by, or appeal to, any other decision-maker or decision-making body.

8. REVIEW OF THIS POLICY

- 8.1 This Policy shall be reviewed at least once every three years after it is first implemented.
- 8.2 In accordance with legislative requirements, Yorkville shall ensure that student input is considered in the development of this Policy and every time it is reviewed or amended.
- 8.3 A copy of this Policy as approved and amended is to remain available on Yorkville's websites. A printed copy of this Policy shall be provided upon request being made to the office of the Campus Principal.
- 8.4 In accordance with legislative requirements, Yorkville will include a copy of this Policy in a contract made between Yorkville and a Student.