



## SEXUAL VIOLENCE REPORTING FORM

Use this form to report an incident of Sexual Violence that you believe violates the Yorkville Education Company's Policy on Prevention of Sexual Violence. The option to make a disclosure as per the Policy to a Member of the Yorkville/School Community is also available which allows you to receive the appropriate support and referrals to community services if you do not wish to make a Report.

**This form is not to be used in an emergency or during an event(s) presenting an immediate threat to the health or safety of yourself or any campus member. If you require emergency assistance, please call 911.**

### Complainant/Witness and Respondent Information

**Name of Complainant/Witness:**

**Gender pronouns (he/his, she/her, they/them, etc.) (Optional):**

**Position and Department/Program:**

**Preferred Method of Contact:**

**Name of Respondent (individual who the allegations are being made against):**

**Position and Department/Program:**

**Contact information (if known):**

**Relation to Complainant/Witness:**

*Please note: As a Complainant, you have the choice to not participate in an investigation. Investigations are conducted by the appropriate designated Yorkville/Toronto Film School official.*

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**Allegations**

Please describe in as much detail as possible the alleged Sexual Violence incident(s), including:

- (a) the names of the parties involved
- (b) any witnesses to the alleged incident(s) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)
- (c) the location(s), date(s), frequency and time(s) of the alleged incident(s)
- (d) details about the alleged incident(s) (behaviour and/or words used)
- (e) any additional details
- (f) any supporting documents/evidence the complainant may have in their possession that are relevant to the complaint
- (g) any supporting documents/evidence a witness, another person or the respondent may have in their possession that are relevant to the complaint

Attach any supporting documents, such as emails, screenshots of text messages, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.

Attach additional pages if required.

**Signature:**

**Date:**

**The fields on this form are not mandatory.** However, please be aware that that if you do not provide a method for us to contact you, Yorkville's/the School's ability to respond and/or take further action will be limited.

Submit this form to the appropriate Campus Principal/Provost/Director of Operations if you are a student by emailing the corresponding email address below.

[sexualviolencereportnb@yorkvilleu.ca](mailto:sexualviolencereportnb@yorkvilleu.ca) (Yorkville University New Brunswick and online)

[sexualviolencereporton@yorkvilleu.ca](mailto:sexualviolencereporton@yorkvilleu.ca) (Yorkville University Ontario)

[sexualviolencereportbc@yorkvilleu.ca](mailto:sexualviolencereportbc@yorkvilleu.ca) (Yorkville University British Columbia)

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[sexualviolencereporttfs@torontofilmschool.ca](mailto:sexualviolencereporttfs@torontofilmschool.ca) (Toronto Film School)

[sexualviolencereporttfs@torontofilmschool.ca](mailto:sexualviolencereporttfs@torontofilmschool.ca) (Toronto Film School Online)

If you are an employee submit this form to Chief Talent and Culture Officer- Human Resources: [jbouyoukos@yorkvilleu.ca](mailto:jbouyoukos@yorkvilleu.ca)