



DECLARATION OF SERVICES TO VICTIMS

2023 version

1.TAV COLLEGE MISSION AND VALUES

The goal of our college is to help individuals reach their full potential, academically and personally, while respecting their cultural and ethnic diversity. To achieve our goals, the college consistently supports its educational project. The project is based on three essential basic elements: personal commitment, individual development and openness to the world.

2. SERVICES OFFERED TO VICTIMS

If you need immediate help:

- Police Department: 911
- List of sexual violence resources:
<https://www.tav.ca/fr/ressources-sur-la-violence-sexuelle/>

Noémie Giguère, sexual violence resource person
Office B-306 (Sexual violence prevention office)
514-731-2296 # 241
noemie@tav.ca or MIO

Students and staff members of TAV College can report a situation that violates the Policy against Sexual Violence. The sexual violence resource person offers listening service, support, information and referral to specialized services. TAV College is a bilingual institution. All services mentioned are offered in French or in English.

3.COMMITMENTS TO VICTIMS

The College is committed to ensuring

- Prompt attention;
- Confidentiality of personal information throughout the reporting or complaint process;
- The choice to use services in French or English;
- Respect for autonomy in the choice of measures taken for victims.

4. COMPLAINT MECHANISM

Any member of the TAV College community may report a breach in the services offered by the office of sexual violence prevention by contacting:

Marie-Lou Larouche, Assistant Director of Studies

A- 112

514-731-2296 ext. 240

marie-lou@tav.ca

Eli Meroz, Director of Studies

A- 120

elimeroz@gmail.com

514-731-2296 ext. 227

Patrice Robitaille, Assistant Director

A- 126

patrice@tav.ca

514-731-2296 ext. 228

For a suggestion or a comment, please provide us with a summary of the situation.

For a complaint, certain information could be useful to help us process it, such as your name and contact information, the name of the employee and the date and time of the event. There is no deadline for filing a complaint.

Marie-Lou Larouche, Eli Meroz or Patrice Robitaille can receive and process your comments, suggestions and complaints regarding the sexual violence prevention office. They will:

- Receive your complaint within 14 business days;
- Meet with the complainant to gather relevant information;
- Determine the necessary accommodation measures to be put in place;
- Refer, if necessary, to the appropriate resources;
- Conduct an administrative investigation with the persons concerned by the complaint;
- Determine the measures to be taken based on the conclusions of this investigation;

- Inform the complainant of the outcome of the complaint within a maximum of 30 working days from the date the complaint is received.

6. CONTACT INFORMATION AND HOURS OF OPERATION

TAV College

6333 Decarie Boulevard

Montreal, Qc

H3W 3E1

514-731-2296

info@tav.ca

Hours of operation:

Monday to Thursday: 8:30am to 4:30pm

Friday: 8:30am to 2pm

7. DATE OF ADOPTION OF THE DECLARATION SERVICE

This statement of service was adopted on February 1, 2023.