



Procedure Title	Procedure to Address Anti-Indigenous and Other Forms of Racism
Procedure Holder	President’s Office
Procedure Approver(s)	Senior Team
Related Policies	Ch1-s1-19 Policy to Address Anti-Indigenous and Other Forms of Racism Acceptable Use of IT Code of Conduct Health and Safety Policy Investigation Protocol Non Academic Complaints Process Records Retention Respectful Work and Learning Environment Student Code of Conduct Violence-Free Work and Learning Environment Workplace Discipline Occupational Health & Safety Act
Related Procedures	
Appendices	Appendix A Complaint Intake Form Appendix B Resolution Form Appendix C Appeals Form
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2021-03-29
Next Review Date	2024-03-29

Purpose

A concise statement (one or two sentences) on why the policy exists and what it is designed to address. This statement should not contain background information or detailed explanations.

This section can also reference legislation, Ministry directives or guidelines, or collective agreements, etc. which provide a broad framework for which this policy operates and with which the policy needs to comply.

Scope

This states the people or groups of the College community to which the policy applies. For example: “This policy applies to all regular full time staff”. If there are exceptions, it should be stated. The scope of a policy may also include when it should apply and to what extent.

Definitions

[term to be defined]

Definitiondefinitiondefinitiondefinitiondefinitiondefinitiondefinitiondefinitiondefinition

[Duplicate the above as needed]

Governing Laws and Regulations

Academic Collective Agreement

Anti-Racism Act, 2017, S.O. 2017, c. 15

Human Rights Code, R.S.O. 1990, c. H.19

Indigenous Education Protocol (CiCAN)

Negahneewin Vision

Support Staff Collective Agreement

Terms and Conditions of Employment for Administrative Staff

United Nations Declaration on the Rights of Indigenous People

Procedure Statements

Identification of Complaint and Informal Resolution

1. Identification of Complaint(s) and Complainants

1.1. RESPONSIBILITY: Complainant

Any member of the College Community who believes that they have been the subject of discrimination, harassment, or racism, including lateral violence or micro-aggressions, may lodge a formal complaint using the form in Appendix A. The form will be submitted to the Equity and Human Rights Advisor, Organizational Effectiveness, who will guide the complainant through the process.

1.2. RESPONSIBILITY: Complainant

A Complainant may attempt to resolve a matter informally by approaching the Respondent directly. However, the Complainant is not obligated to use this approach, especially if they have concerns regarding reprisals or their safety. The Equity and Human Rights Advisor is available to assist a complainant through should they choose this approach. Also see section II “Informal Complaint Resolution.”



- 1.3. **RESPONSIBILITY: Complainant**
This does not preclude a Complainant from discussing their options with the Equity and Human Rights Advisor or proceeding with a formal complaint in the event of failed resolution using informal processes.
- 1.4. **RESPONSIBILITY: Witnesses/Bystander**
A witness/bystander may also choose to speak to a Public Safety representative, their supervisor or an academic leader.
- 1.5. **RESPONSIBILITY: Complainant/College Management**
In the event of a withdrawal, the College may, at its discretion, continue to investigate the complaint if deemed to be in the best interest of the College community.
- 1.6. **RESPONSIBILITY: College Management**
The College reserves the right to address complaints of racism concurrently through other processes.
- 1.7. **RESPONSIBILITY: Complainant**
A Complainant reserves the right to address complaints concurrently through other processes, including through the Human Rights Tribunal of Ontario, being mindful of applicable limitation periods.
- 1.8. **RESPONSIBILITY: College Management**
In some circumstances, the College may be obligated to proceed with an investigation in the absence of a formal written complaint if it becomes aware of allegations or facts which constitute a violation of the College's Anti-Racism Policy or any other related policies.
- 1.9. **RESPONSIBILITY: Complainant**
The Complainant should carefully record the details of all incidents including the date and time of the incident, the nature of the incident, and the names of any individuals who may have been witness to the incident.
- 1.10. **RESPONSIBILITY: Complainant**
In deference to the possibility that a Complainant may prefer to proceed in a manner more consistent with their cultural beliefs, the College will provide for alternative means and methods of investigation and adjudication consistent with those beliefs. (For instance, the Complainant may choose to pursue mechanisms for restorative justice).
- 1.11. **RESPONSIBILITY: Complainant**
Where there are multiple Complainants involving a single incident or Respondent, the Complainants may choose to proceed as individuals or with a joint complaint for the purpose of the Complaint Resolution Process.



1.12. RESPONSIBILITY: Complainant

Upon identification and submission of a complaint, the Complaint could proceed in any one of the following ways:

- a. Informal Resolution
- b. Informal Resolution followed by Mediation
- c. Informal Resolution followed by Formal Complaint Process
- d. Informal Resolution followed by Restorative Justice Circle
- e. Mediation Only
- f. Formal Complaint Only
- g. Restorative Justice Circle Only

2. Conflicts of Interest

2.1 RESPONSIBILITY: Equity and Human Rights Advisor/Organizational Effectiveness

Should the Equity and Human Rights Advisor become aware of a conflict of interest between themselves and any party or witness to an investigation, they will immediately notify the Executive Director, Organizational Effectiveness. Where appropriate, another trained person employed by the College will conduct the investigation.

2.2 RESPONSIBILITY: Complainant/Equity and Human Rights Advisor/Organizational Effectiveness

If any party to the proceeding feels that the Equity and Human Rights Advisor or any other person, such as a mediator or restorative circle facilitator, has a conflict of interest, they shall make their concerns known as soon as they become aware of any perceived conflict(s) of interest. Perceived conflicts of interest will be addressed in the same fashion as actual conflicts to maintain the integrity of the conflict resolution process.

2.3 RESPONSIBILITY: Organizational Effectiveness/Purchasing Department

The College will create and maintain a list of external investigators/mediators for use in the event of a conflict of interest via a vendor of record process. Once approved vendors may be chosen from the approved list as required and mutually agreed.

INFORMAL/MEDIATION RESOLUTION OPTIONS

3. INFORMAL / MEDIATION OPTIONS

INFORMAL

3A - Informal Complaint Resolution

3.1 RESPONSIBILITY: Complainant



If the Complainant is willing to do so, they may approach the Respondent on an informal basis to identify the conduct of concern and explain to the Respondent that it is unwelcome. The Complainant may choose to address the complaint at the formal stage if they are not satisfied with the informal or mediation stages. However, the Complainant has no obligation to pursue an informal resolution process, nor is the Complainant obliged to directly approach the Respondent at any time, especially if there may be concerns regarding reprisals or the safety of any party in the process.

3.2 RESPONSIBILITY: Complainant/Respondent

The Complainant and the Respondent may meet to discuss the nature of the concern and suggest/discuss ways in which it might be resolved. The parties may consult with any member of management including the Equity and Human Rights Advisor or other representatives of Organizational Effectiveness and/or Public Safety, an academic leader, and/or their union representative.

3.3 RESPONSIBILITY: Complainant/Respondent/Organizational Effectiveness

The parties may mutually agree to the choice of a third party as an informal mediator or to use the Restorative Justice Circle Model at this stage. The mediator may be an internal member of the College community. The College will maintain a list of potential internal and external mediators from which the parties may select a mutually agreed upon mediator. The parties may alternatively suggest a mediator who is not on the established list provided they meet the requisite criteria as established by the College during the vendor of record process.

MEDIATION

3B – Proceeding to Mediation

3.4 RESPONSIBILITY: Complainant/Respondent/Organizational Effectiveness/Public Safety

The Complainant or the Respondent may make a request to their manager or to Organizational Effectiveness that a mediator be engaged to assist with the resolution of the complaint. Organizational Effectiveness or the Office of Public Safety shall coordinate the selection and engagement of a mediator, in consultation with the parties. The mediator should be chosen based upon relevant expertise and experience. Mediation will not proceed unless both parties agree to the process.

3.5 RESPONSIBILITY: Mediator/Complainant/Respondent/

The mediator will meet with the relevant parties to gather information and suggest/discuss ways in which the complaint might be resolved. All information shared throughout mediation, including the written mediation record, is privileged and confidential in the event a formal complaint is pursued.



3.6 RESPONSIBILITY: Mediator

Where a resolution is found, the mediator will draft an agreement specifying agreed upon terms which will be signed by all parties. Such agreement will be binding on all parties. In negotiating the agreement, the mediator will have access to the remedies listed in section 8.2.

THE RESTORATIVE JUSTICE OPTION

4. Restorative Justice Circle

4.1 RESPONSIBILITY: Facilitator(s)/Equity and Human Rights Advisor

Where a Complainant and Respondent agree to participation in a Restorative Justice Circle, a pair of trained facilitators will coordinate the process. A Restorative Circle may be utilized as an alternative to a formal complaint process, or after the completion of a formal investigation and/or adjudication as a way to move past the conflict. These options will be explored in more depth with the parties by the Equity and Human Rights Advisor.

4.2 RESPONSIBILITY: Facilitators/Complainant/Respondent

The facilitators will meet with the Complainant and the Respondent to review the allegations and explain the restorative process. The purpose of these meetings is to hear each person's story and identify potential solutions to repair the harm.

4.3 RESPONSIBILITY: Facilitators/Community/All Circle Participants

The facilitators will then meet with any other individuals deemed appropriate to participate in the restorative process. This could include witnesses and/or individuals from the college community who were present and were affected by the incident.

4.4 RESPONSIBILITY: Facilitators/Knowledge Keepers/All Circle Participants

A Circle will be scheduled on an agreed upon date, with the possibility of scheduling subsequent sessions if needed. The Circle will include the Complainant and Respondent, one or more Knowledge Keepers, any individuals chosen by the Complainant and Respondent respectively for their personal support, additional community members/witnesses, and the facilitators.

4.5 RESPONSIBILITY: College/Facilitators

Either a representative of the College or the facilitators will offer tobacco to the Knowledge Keeper(s) prior to beginning the Circle. The exchange of tobacco is similar to forming a contract: The Knowledge Keeper(s) agree(s) to participate in the Circle, and the one offering the tobacco has obligations to respect the Teachings and the Teacher.

4.6 RESPONSIBILITY: Knowledge Keeper(s)/All Circle Participants

The Knowledge Keeper(s) can begin with an appropriate ceremonial practice, to enable the participants to accept their accountability to the community and



intention to contribute authentically. Customary Indigenous ceremonial practices may be incorporated at the request of the Complainant or Respondent, at the discretion of the facilitator and/or Knowledge Keeper(s).

4.7 RESPONSIBILITY: Facilitators/All Circle Participants

Facilitators will then introduce each party including their names, roles and the purpose of their participation. Ground rules to guide the conversation will be shared at this step.

4.8 RESPONSIBILITY: Facilitators/Respondent

The conversation will begin with the Respondent sharing their recollection of the incident including who was harmed by the conduct. The purpose of this step is to establish a recognition of responsibility for their actions and to encourage their understanding of the effect of their actions on the Complainant.

4.9 RESPONSIBILITY: Facilitators/Complainant/Community

Once personal acceptance has been established, the process shifts to the Complainant and then to other community members to share how the incident affected them. Participants will be asked to describe how they were impacted physically, emotionally, mentally, economically, and/or spiritually.

4.10 RESPONSIBILITY: Knowledge Keepers

Knowledge Keepers will be invited to contribute their reflections on what has been shared and to offer insights into restoration of the community in this instance.

4.11 RESPONSIBILITY: Facilitators/All Circle Participants

Once all participants have spoken, the facilitators will work with the participants to draft a Circle Agreement for resolution. The facilitators will focus the group on three specific areas:

- a. Repair of the harm to the Complainant;
- b. Options for restoration of the community; and,
- c. Assisting the Respondent to take responsibility, build competencies and, in effect, make better decisions in the future.

4.12 RESPONSIBILITY: Facilitators/All Circle Participants

The facilitators will draft a Circle Agreement based on their notes from the discussion detailed above. While the agreement is being drafted, the participants will share food in a process referred to as “breaking bread” to celebrate their accomplishments.

4.13. RESPONSIBILITY: Facilitators/All Circle Participants

Once the Circle agreement is drafted, reviewed, and signed, the Knowledge Keepers will lead the group in a closing activity where participants provide



reflection and feedback with respect to the process. Customary Indigenous ceremonial practices may also be incorporated to close the Circle, at the discretion of the facilitator and/or Knowledge Keeper(s).

5. Formal Complaint Option

Proceeding to Formal Complaint

- 5.1 **RESPONSIBILITY:** Complainant/Equity and Human Rights Advisor
Where the complaint cannot be resolved informally or through mediation or a restorative justice circle, a written complaint may be made to the Equity and Human Rights Advisor, Organizational Effectiveness using the form in Appendix A.
- 5.2 **RESPONSIBILITY:** Organizational Effectiveness
The College will initiate an investigation in accordance with the process outlined below.
- 5.3 **RESPONSIBILITY:** Organizational Effectiveness
If having the complaint investigated by internal members of the College community is deemed to be unsuitable or inadequate, an independent investigator may be appointed. See Section II, "Conflicts of Interest." Any person who declares a conflict of interest, either real or perceived, will be provided with an alternative investigator. Where possible, alternative investigators will be considered first, followed by investigators external to the College, chosen from a list of approved vendors outlined in Section II.

6. Investigation Processes

- 6.1 **RESPONSIBILITY:** Complainant/Respondent/Equity and Human Rights Advisor
If the complaint has proceeded to the formal stage, the College is duly required to investigate the incident(s). The Equity and Human Rights Advisor shall speak with all parties concerned to receive their account of events without bias or judgement. This evidence will be recorded in writing. Alternatively, this evidence may be recorded in the form of oral testimony on video.
- 6.2 **RESPONSIBILITY:** Equity and Human Rights Advisor
Investigations will:
 - a. Begin promptly and diligently (within a maximum 10 business days of the formal complaint being received), and be as thorough as necessary, given the circumstances;
 - b. Be fair and impartial, providing both the Complainant and Respondent equal treatment in evaluating the allegations;



- c. Be sensitive to the interests of all parties involved, and maintain confidentiality;
- d. Be focused on finding facts and evidence, including thorough interviews of the Complainant, Respondent, and any witnesses; and,
- e. Be completed within 90 days unless there are extenuating circumstances warranting a longer investigation.

6.3 RESPONSIBILITY: Equity and Human Rights Advisor

Investigations will be thorough and include interviews with all necessary parties. Reasonable efforts must be made to interview Complainants, Respondents and/or any witnesses who are identified, including those who are not employed by the College.

6.4 RESPONSIBILITY: Equity and Human Rights Advisor/Organizational Effectiveness

At any point, if it is decided that the internal investigation process is not sufficient or that the investigation has been compromised; it will become necessary to engage an external investigator.

6.5 RESPONSIBILITY: Equity and Human Rights Advisor

The Equity and Human Rights Advisor will:

- a. Review the recorded (written or otherwise) complaint if one exists, or the facts of the case, as presented, if no written complaint exists;
- b. Review available evidence such as virtual communication, handwritten notes, photographs, surveillance footage, physical evidence, etc. This may include consulting with other relevant College departments i.e. Computer Services or Public Safety;
- c. Allow the Respondent to review a summary of the allegations and provide a written response if they wish;
- d. Ensure confidentiality is maintained during the process, but explain the limits of confidentiality to all of the parties;
- e. Treat all parties with respect and dignity throughout the process;
- f. Ensure privacy by carefully selecting the interview location – in some cases it may be best to perform interviews off-site; and,
- g. Take thorough and complete notes allowing all parties to review the notes taken during the interview, correct as needed and sign, at their discretion,



as an accurate reflection of the information stated. Where an investigation panel exists, one set of notes will be recorded as part of the investigation.

6.6 RESPONSIBILITY: Equity and Human Rights Advisor

Once the Equity and Human Rights Advisor has gathered the relevant facts, they will validate this information with the parties by:

- a. Preparing an Investigator's Report containing a description of the allegations; and a description of the background and evidence that has been collected in relation to each allegation;
- b. Reviewing the evidence as collected with the appropriate parties; and,
- c. Ensuring the Complainant and Respondent have the opportunity to provide written comments at their discretion.

6.7 RESPONSIBILITY: Equity and Human Rights Advisor

The Equity and Human Rights Advisor will provide the Investigator's Report to the Executive Director, Organizational Effectiveness. The Report will include the following information:

- a. A statement of the complaint/allegations;
- b. Steps taken during the investigation process;
- c. Individuals interviewed and a summary of the evidence provided;
- d. A summary of any other evidence obtained; and
- e. Factual findings including the rationale and evidence for those findings.

6.8 RESPONSIBILITY: Complainant/Respondent/Equity and Human Rights Advisor

At the request of the Complainant and/or Respondent, the Equity and Human Rights Advisor will provide them with an Executive Summary of the findings of the investigation. This report will not include specific evidence obtained during the investigation process to maintain confidentiality.

7. Adjudication Panel

7.1 RESPONSIBILITY: Organizational Effectiveness/Vice President, Academic/SUCCI/OASA/Panel Members

Equity and Human Rights Advisor The Executive Director, Organizational Effectiveness will convene a panel to review the complaint and the evidence collected by the Equity and Human Rights Advisor and determine final outcomes. The Adjudication Panel will consist of:



- The Executive Director, Organizational Effectiveness (Chair, non-voting, except in the case of a tie);
- The Vice President, Academic or Finance and Administration as appropriate;
- The Vice President, Centre for Policy and Research in Indigenous Learning; and, in cases involving students:
- One representative from SUCCI; and,
- One representative from OASA.

In the event that any one of the aforementioned panel members has a conflict of interest, a replacement panel member will be selected by the other panel members.

7.2 RESPONSIBILITY: Adjudication Panel

The Panel will nominate a Chair who will be responsible for communicating the outcome to the Complainant and Respondent and ensuring that a Final Report is submitted to the appropriate College representative.

7.3 RESPONSIBILITY: Adjudication Panel

The Panel will review the investigation report and any evidence collected as a result of the complaint or in the process of the investigation.

7.4 RESPONSIBILITY: Adjudication Panel/Organizational Effectiveness/Complainant /Respondent

The Panel will convene meetings at a time and place convenient to all parties, to determine the substance of the complaint through review of the provided documentation. These meetings will be convened within ten business days of their receipt of the Investigator's Report, where practicable.

7.5 RESPONSIBILITY: Adjudication Panel/Equity and Human Rights Advisor

Should additional information be required to aid the Panel in decision-making, the Equity and Human Rights Advisor will be invited to attend the meeting to clarify or provide additional relevant information as it pertains to the investigation.

7.6 Adjudication Panel/Complainant/Respondent/Witnesses

If the Panel is not satisfied with the information provided by the Equity and Human Rights Advisor, the Panel may invite the Complainant, and then the Respondent to participate in the meeting separately. Each party will then have an opportunity to clarify the necessary information for the Panel to make a decision in their own words, should they choose to do so. If there are additional witnesses, they may also be invited to be heard, at the discretion of the Panel.

7.7 RESPONSIBILITY: Adjudication Panel



The Adjudication Panel will have an opportunity to ask questions such as may arise upon their reading the Investigator's Report and listening to the participants. Every effort will be made to ensure that the participants are comfortable when telling their story, including the opportunity to bring a support person. Where a support person attends their only function will be to provide support. They will not be permitted to participate in the discussion.

7.8 RESPONSIBILITY: Adjudication Panel

The adjudication will be conducted with minimal formality, in a room that preserves confidentiality and safety.

7.9 RESPONSIBILITY: Adjudication Panel

When additional information is required by either the Investigator, Complainant, Respondent, and/or witnesses the adjudication will be recorded to ensure accuracy and to aid the Panel in decision-making.

7.10 RESPONSIBILITY: Adjudication Panel

Following the adjudication, the Panel will engage in a decision making process, either on the same day or at a subsequent date to be mutually agreed. The Panel will:

- a. Review all documentation of evidence including the Investigation Report and any written documentation including the original complaint and any response from the Respondent.

7.11 RESPONSIBILITY: Adjudication Panel/Organizational Effectiveness

The Adjudication Panel will prepare a Final Report, relying on the all the evidence provided, including their conversations with the Complainant and Respondent, and provide it to the Executive Director, Organizational Effectiveness. The Final Report will contain the following elements:

- a. A complete copy of the investigation report;
- b. If applicable, a description of the additional information that was sought through the adjudication process and the analysis of such evidence in respect to each allegation; and
- c. A recommendation of one or more remedies.

7.12 RESPONSIBILITY: Adjudication Panel Chair

Within 10 days of the investigation being completed, the Complainant and Respondent will be informed in writing of the Panel's conclusions and recommendations.



8. Remedies and Sanctions

8.1 RESPONSIBILITY: Organizational Effectiveness/President

Upon receipt of the Panel's Final Report, the College shall have complete discretion to impose remedies and sanctions as appropriate, including disciplinary action up to and including expulsion or dismissal for just cause, where:

- a. Any member of the College community subjects another member of the College community to racism or otherwise violates this policy;
- b. A complaint is found to be frivolous, vexatious or in bad faith; and,
- c. There is a reprisal or retaliatory measure against an employee who, in good faith, raised a complaint of racism within the meaning of this Policy or any related policy and/or cooperates in the investigation of the complaint.

8.2 RESPONSIBILITY: Organizational Effectiveness/President

In making a decision as to remedy or remedies to be applied, the College shall take into consideration both the needs of the Complainant and the needs of the College community, and select one or more of the following possible remedies:

- a. verbal and/or written apology to the Complainant;
- b. education and/or training;
- c. disciplinary sanctions;
- d. a demonstration of accountability via a written or oral statement;
- e. a gesture of reciprocity or restitution to the community; and
- f. other measures deemed appropriate under the circumstances.

8.3 RESPONSIBILITY: Restorative Justice Facilitators

Where restorative justice has been chosen, the Restorative Circle agreement will detail all proposed remedies.

8.4 RESPONSIBILITY: Organizational Effectiveness

The complaint process will be finalized by the completion of the form in Appendix B. The completed form will be provided to all parties within 3 days of the decision and/or agreement.

9. Appeals Process

9.1 RESPONSIBILITY: Complainant/Respondent



Appeals must be made in writing to the Office of the President of Confederation College within 15 business days of either the Complainant or Respondent being informed of the decision using the form in Appendix C.

9.2 RESPONSIBILITY: President or Designate

Appeals will be deemed to have merit in the event there was an error or omission in process. This determination will be made by the President or designate by reviewing the appeal and all investigation and adjudication documentation.

9.3 RESPONSIBILITY: Adjudicator/Panel

Where it is determined that an appeal has merit, all documentation will be provided to a new adjudicator or panel for review. The new adjudicator/panel will review the appeal and all investigation and adjudication documentation. Additional information and/or evidence may be gathered for review. The appeal findings will be collated into a report and submitted to the President for review.

9.4 RESPONSIBILITY: President or Designate

The appeal review document will be submitted to the President for decision. The decision is final and recommendations for action will be implemented by the College in accordance with College policies, procedures, practices, collective agreements, terms and conditions of employment, contracts, etc.

9.5 RESPONSIBILITY: President or Designate

The appellant will be informed in writing of the appeal outcome by the President or her/his designate within 20 business days of receipt of the appeal.

10. Confidentiality

10.1 RESPONSIBILITY: Organizational Effectiveness/Public Safety/Investigators
Information relating to a complaint will be kept confidential to the extent possible in order to respect the interests of the parties involved. However, during the course of the investigation, information will be disclosed to the extent necessary to properly conduct the investigation and as may be required by this policy and the law. In so doing, the College will ensure compliance with the Ontario Freedom of Information and Protection of Privacy Act (FIPPA).

Access by third parties to the report, or to any records collected or created during the course of the investigation will be in accordance with FIPPA, and the College will protect personal information contained in such records in the manner and to the extent required by FIPPA.

10.2 RESPONSIBILITY: College Community

Members of the College Community are expected to fulfill their responsibility to other members of the College Community by assisting and cooperating with the investigation of complaints, including sharing information with administrators.

10.3 RESPONSIBILITY: College Community

Unwarranted breaches of confidentiality will result in disciplinary action. Open discussions regarding any complaints, incidents and/or investigations will not be permitted.

10.4 RESPONSIBILITY: Organizational Effectiveness/Public Safety

All records related to a complaint will be stored in a secure manner with Organizational Effectiveness in accordance with records retention standards.

Revision History

Version	Change	Author	Date of Change
Original	New	President's Office	2019-11-26
2021-11-03 – v2	Regular review and split procedure from policy	Organizational Effectiveness	2021-11-03

Appendix A: Complaint Intake Form

This form is to be completed by an employee/student/community member who wishes to make a complaint of racism. When completed, it is to be submitted to the Equity and Human Rights Advisor via the webform. Alternatively, it can be brought directly to the Equity and Human Rights Advisor during normal business hours.

1. Complainant Information

Name: Click or tap here to enter text.

I am a student Program: Enter Program

I am a community Member Relationship to College: Relationship to College

I am an employee Position Title & Department: Title/Department

2. Respondent Information

If the complaint has more than one Respondent, please complete a separate complaint form for each.

Name: Click or tap here to enter text.

I am a student Program: Enter Program

I am a community Member Relationship to College: Relationship to College

I am an employee Position Title & Department: Title/Department

3. Description of Allegations (attach additional pages as necessary)

Please describe, in as much detail as possible, the incident(s) of alleged harassment. Please include:

- who was involved;
- what was specifically said or done (words, tone, actions, etc.);
- when it happened (dates and times);
- where it happened;
- any witnesses to the incident(s) described (names and contact information, if possible);
- how the incident(s) impacted you; and
- if the incident(s) was reported to management (please provide details - who, when, what action was taken, etc.).

Click or tap here to enter text.

4. Relevant Time Period

- When did the alleged harassment begin?
- When did the most recent incident of alleged harassment occur?

Click or tap here to enter text.



5. Summary Information

- Involves multiple incidents of alleged harassment
- Involves a single incident of alleged harassment
- Involves physical contact and/or assault
- Involves verbal abuse and/or threats
- Involves reprisal and/or retaliation
- Involves abuse of authority (use of authority serving no legitimate work purpose)
- Involves sexual harassment (harassment which is gender-based/of a sexual nature)
- Involves discriminatory harassment (based on prohibited ground of discrimination)
 - o If "yes" above, what prohibited ground was the basis of the alleged harassment?

Where did the alleged harassment primarily occur?

Click or tap here to enter text.

5. Statement of Acknowledgement

I certify the information provided in this complaint to be accurate, true and complete to the best of my knowledge.

I understand that I will not be subject to any adverse treatment as a result of making this complaint, provided that it has been made in good faith and without malice. I acknowledge that, in order to preserve the integrity of the process and to protect the interests of all parties, I will maintain confidentiality and will not discuss this complaint with anyone other than those who need to know (i.e. union representative, Equity and Human Rights Advisor, investigators, legal counsel, health care providers, EAP, counsellors, and/or management representatives).

I understand that the College will maintain confidentiality of any information gathered as a result of this complaint, but will share such information as necessary to pursue resolution, including disclosing the complaint and related information to the Respondent or as otherwise required by law.

I acknowledge that filing this complaint does not prevent me from pursuing any other remedies that may be available (e.g. grievance, Human Rights complaint, legal action, etc.), which are separate and distinct from the Policy. I acknowledge that it is not the role of the Equity and Human Rights Advisor to identify any remedies or procedures that are or may be available outside the Policy and that I am solely responsible for exploring such options should I choose to do so.

Name	Enter name.	Date	enter a date.	Signature	
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Appendix B: Resolution Form

Resolution Summary Sheet

Date Complaint Received: Date received. Date Incident Occurred: Date occurred

Multiple Incidents? Yes No If Yes, specify Enter info

Resolution Mechanism: Click or tap here to enter text.

Complainant Name: Click or tap here to enter text. Signature:

Please Select: College Student College Employee Community Member
 Other: Click or tap here to enter text.

Relationship to Respondent:
 No Relationship Acquaintance Friend
 Romantic Partner Former Romantic Partner Family Member
 Coworker Student of Employee of
 Unknow Other: Click or tap here to enter text.

Respondent Name: Enter name Signature

Please Select: College Student College Employee Community Member
 Unknown Other: Click or tap here to enter text.

Outcomes of selected mechanism:

 Click or tap here to enter text.

Investigator/Mediator Name:	<u> Click to enter name. </u>	Signature:	
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Appendix C: Appeals Form

This form is to be completed by complainant or respondent who wishes to launch an appeal with respect to a decision/finding/resolution related to this policy. When completed, it is to be submitted to the office of the President via the webform.

1. Appellant Information

Name: Click or tap here to enter text.

I am a student

Program: Enter Program

I am a community Member

Relationship to College: Relationship to College

I am an employee

Position Title & Department: Title/Department

11. Reasons for Appeal

Click or tap here to enter text.

12. Appeals are deemed to have merit where there was an error or omission in process. Please describe such error or omission.

Click or tap here to enter text.

Name Enter name.

Date enter a date.

Signature _____