

 <p>City University of Seattle</p> <hr/> <p>IN CANADA</p> <p>Policy Manual</p>	
	<p>Policy Title: Sexual Violence and Misconduct Policy Canada Policy and Procedures</p>

Policy Statement

1.1 The University is committed to creating and maintaining a learning and working environment characterized by mutual respect, safety, civility and free inquiry. Safety at the University is a priority and any form of Sexual Misconduct will not be tolerated. Every member of the University community should be aware that City University prohibits sexual violence and sexual harassment. The University will address Sexual Misconduct in the University community through support, awareness, training and prevention programs, and appropriate handling of complaints and disclosure of Sexual Misconduct. Those who have experienced Sexual Misconduct will be treated with compassion, dignity and respect.

Purpose

- 2.1 The purpose of this Policy is to clearly state the University’s commitment to addressing Sexual Misconduct through:
- a) creating an atmosphere in which Sexual Misconduct is not tolerated;
 - b) providing education to the University Community about prevention of Sexual Misconduct;
 - c) assisting those who have experienced Sexual Misconduct by providing information and support, including provision of and/or referral to counseling and medical care, and appropriate academic and/or other accommodation; and
 - d) using clear, appropriate and fair processes for handling complaints of Sexual Misconduct.

See Appendix D for a list of internal and external resources.
A complaint of Sexual Misconduct does not have to be filed to obtain these supports.

Scope and Application

- 3.1 This Policy applies to students, employees (both staff and adjunct faculty), advisory board members or any other individual involved in a University-related activity.
- 3.2 This Policy applies to sexual violence or misconduct that is alleged:
- To have occurred, on or off the University's property, including on-line activities or at a University event; and
 - Where the parties are acting in a capacity defined by their relationship to the University; or
 - Where the alleged conduct adversely affects the University or the rights of a member of the University community to use and enjoy the University's learning and working environment.
- 3.3 This Policy is not intended to supersede or interfere with prevailing laws.
- 3.4 Anyone who has experienced Sexual Misconduct has the right to pursue criminal or civil legal avenues whether or not they choose to proceed under this Policy.
- 3.5 All processes must follow the principles of natural justice and must appropriately protect the rights of both the person making a complaint and the person accused.

Definitions

- 4.1 **Affirmative Consent:** Affirmative, conscious, and voluntary agreement to engage in sexual activity. Consent to sexual activity requires of both persons an affirmative, conscious and voluntary agreement to engage in sexual activity:
- It is the responsibility of each person to ensure that they have the affirmative consent of the other to engage in the sexual activity. Affirmative consent must be ongoing and can be revoked at any time during sexual activity. Consent to one form of sexual activity (or one sexual act) does not constitute consent to the other forms of sexual activity. Consent given to sexual activity on one occasion does not constitute consent on another occasion.
 - It is the responsibility of each person involved in the sexual activity to ensure that s/he has the Affirmative Consent of the other participant(s) to engage in the sexual activity.
 - Lack of protest or resistance does not mean Affirmative Consent, nor does silence mean Affirmative Consent. Affirmative Consent must be voluntary, and given without coercion, force, threats or intimidation.
 - The existence of a dating or social relationship between those involved, or the fact of past sexual activities between them, should never by itself be assumed to be an indicator of Affirmative Consent. A request for someone to use a condom or birth control does not, in and of itself, constitute Affirmative Consent.

- Affirmative consent cannot be given by a person who is incapacitated.
- It shall not be a valid excuse that a person affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the person was unable to consent to the sexual activity under any of the following circumstances:
 - The person was asleep or unconscious;
 - The person was incapacitated due to the influence of drugs, alcohol or medication, so that the person could not understand the fact, nature or extent of the sexual activity;
- It shall not be a valid excuse that the Respondent believed that the person consented to the sexual activity under either of the following circumstances:
 - The Respondent's belief in Affirmative Consent arose from the intoxication or recklessness of the Respondent;
 - The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the person affirmatively consented.
- Affirmative Consent cannot be obtained if the Respondent abuses a position of trust, power or authority;
- Affirmative Consent can never be obtained through an abuse of power, threats, intimidation, coercion or other pressure tactics;
- Affirmative Consent cannot be assumed or implied;
- Affirmative Consent is not silence, or the absence of "no."

4.2 **Balance of probabilities** – a standard of proof in which the probability of an event occurring is greater than fifty percent or is more likely than to have occurred.

4.3 **Complainant** – an individual alleging that they have been subjected to direct or indirect forms of sexual violence or misconduct, or a third party who has witnessed or has knowledge of an incident or incidents of sexual violence or misconduct.

4.4 **Complaint** is a statement of facts including a record of the dates, times, nature of any incidents and names of witnesses. The complaint must contain sufficient detail to allow the University to assess the complaint and conduct an investigation if required. A complaint can be made by a person who has experienced Sexual Misconduct, or who has been a witness to Sexual Misconduct.

4.5 **Dating Violence:** Dating Violence is physical abuse Committed by a person who is or had been in a social or dating relationship of a romantic or intimate nature with the Complainant. This may include someone the Complainant just met,

such as at a party, introduced through a friend, or on a social networking website. For purposes of this definition, "abuse" means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. Physical abuse does not include non-physical, emotional distress or injury

- 4.6 **Employee:** means any person employed by the University, and includes adjunct faculty, advisory board members and consultants.
- 4.7 **Incapacitation:** A person is unable to consent to sexual activity because of incapacitation, if:
- The person was asleep or unconscious;
 - The person was incapacitated due to the influence of drugs, alcohol, or medication so that the person could not understand the fact, nature or extent of the sexual activity

Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impacts the person's decision-making ability, awareness of consequences, and ability to make informed judgments. A person's own intoxication or incapacitation from drugs or alcohol does not diminish that person's responsibility to obtain Affirmative Consent before engaging in sexual activity.

- 4.8 **Investigation** – an information gathering and assessment process used to determine the nature and circumstances of alleged wrongdoing, matters of credibility and whether it is more probable than not that a breach of this Policy occurred. The investigation process may include, but is not limited to, witness interviews, collection and review of written statements, notes, logs, papers, digital and print records and any other relevant material.
- 4.9 **No-Contact Undertaking** means an agreement, mutually undertaken by two or more people, to refrain from contacting one another based on specified conditions.
- 4.10 **Respondent** – an individual against whom an allegation of sexual violence or misconduct has been made.
- 4.11 **Sexual Activity** – includes but is not limited to kissing, touching intimate body parts, fondling, intercourse, penetration of any body part, and oral sex.
- 4.12 **Sexual Assault – Contact**, is without the consent of the Complainant, touching of an intimate body party, including: genitals, anus, groin, breast or buttocks. The touching can occur when the Complainant is either clothes or unclothed.
- 4.13 **Sexual Assault – Penetration**, is without the consent of the complainant, penetration, no matter how slight: of the vagina, anus, mouth by a penis; or of the vagina or anus by any other body part or object.

4.14 **Sexual Harassment** means a course of unwanted remarks, behaviours, or communications of a sexually oriented nature and/or a course of unwanted remarks, behaviours or communications based on gender – where the person responsible for the remarks, behaviours or communications knows or ought reasonably to know that these are unwanted.

It is Sexual Harassment when:

- a) A person's submission to such conduct is implicitly or explicitly made the basis for employment decisions, academic evaluation, grades or advancement, or other decisions affecting participation in a University program; or
- b) Such conduct is sufficiently severe or pervasive that its effect, whether or not intended, could be construed by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as limiting his or her ability to participate in or benefit from the services, activities or opportunities offered by the University; or
- c) The Conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as creating an intimidating, hostile or offensive environment.

Sexual Harassment includes, but is not limited to:

- a) sexual solicitations, advances, remarks, suggestive comments and gestures (including songs and chants);
- b) the inappropriate display of sexually suggestive pictures, posters, objects or graffiti;
- c) non-consensual posting or distribution of sexually explicit pictures or video with the intent to distress the person in the picture or video, aggressive comments and slurs on any form of social media;
- d) physical contact of a sexual nature; and/or
- e) sexual conduct that interferes with an individual's dignity or privacy such as voyeurism and exhibitionism;

4.15 **Sexual Misconduct** includes sexual violence and means any unwanted sexual act or act targeting a person's sexuality, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's affirmative consent, and includes without limitation:

- a) sexual assault;
- b) sexual harassment;
- c) stalking (including cyber stalking);
- d) indecent exposure;
- e) voyeurism;
- f) sexual exploitation;
- g) non-consensual posting or distribution of sexually explicit pictures or video with the intent to distress.

Affirmative consent cannot be given by anyone who is incapacitated. Reference to

“a person” applies regardless of gender, sexual orientation or gender identity.

- 4.15 **Stalking** is a form of criminal harassment involving behaviours that are a repeated Course of Conduct and which collectively would cause a Reasonable Person to suffer Substantial Emotional Distress, by threatening a person’s safety or mental health. Stalking can also include threats of harm to a person’s friends and/or family. These behaviours include, but are not limited to non-consensual communications (face to face, phone, email, social media); threatening or obscene gestures; surveillance; sending unsolicited gifts; “creeping” via social media/cyber- stalking; and uttering threats. For purposes of this definition:
- Course of Conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through Third Parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property;
 - Reasonable Person means a reasonable person under similar circumstances;
 - Substantial Emotional Distress means significant mental suffering or anguish.
- 4.16 **Student** means any person enrolled as a student at the University.
- 4.17 **University-related activity** includes an activity conducted under the authority of the University at any location. The conduct in question must have a real and substantial connection to the University, University activities or University-related functions, whether or not the conduct occurred on University property (e.g. internship sites).
- 4.18 **University Community** means students, faculty, adjunct faculty, employees and advisory board members, community internship sites, school districts or school-based internship sites.

Procedures

MAKING A COMPLAINT OR DISCLOSURE OF SEXUAL MISCONDUCT

- 5.1.1 Any member of the University Community may bring a concern about Sexual Misconduct that falls within the scope of this Policy to the attention of the University or to the police.
- 5.1.2 The University encourages, but does not require, immediate reporting by those who have knowledge of or who have witnessed incidents of Sexual Misconduct.
- 5.1.3 Reporting a concern will initiate a formal investigation only when requested, or in the following situations:
- If there is a legal obligation to undertake an investigation; or

- There is a reasonable assumption of risk to the individual or to members of the University Community.

5.1.4 The University will accept third party reports of Sexual Misconduct in those situations where the Complainant has given consent to report.

5.1.5 Anyone who experiences or witnesses Sexual Misconduct, or has reason to believe that Sexual Misconduct has occurred or may occur, may pursue any of the following options (or pursue more than one option simultaneously):

- a) **Criminal Reporting Option:** individuals may report their allegations through the criminal justice system by contacting the RCMP or local police detachment. The University will cooperate with any criminal investigation.
- b) **Non-Criminal, On-Campus Complaint Option:** A Complaint should be directed as follows:
 - i) for students – the Vice-President Canadian Programs or Program Director.
 - ii) for employees – The Vice-President Canadian Programs, Program Directors.
 - iii) For adjunct faculty – Vice-President Canadian Programs or immediate program supervisor
 - iv) for Advisory Board members – Vice-President Canadian Programs.

A Complaint will initiate an investigation and/or resolution process.

- c) **On-Campus Disclosure without a Complaint Option:**
 - i) if a student who has experienced Sexual Misconduct, including Sexual Misconduct at a non-University related activity, and does not want to report the experience through the criminal justice system, or the University's non-criminal on-campus Complaint option, the student has the option of disclosing their experience to a counsellor through the universities *Employee and Family Assistance Program*
 - ii) disclosure will not initiate a process to investigate the Sexual Misconduct or engage any resolution process.

See Attachment A for full Procedure details

Interim Measures

5.2 Prior to the commencement of an investigation or resolution process, the University may impose interim measures as may be appropriate for safety of the individuals involved, and the University Community, in any complaint of Sexual Misconduct. Interim measures may include, but are not limited to:

- a) alteration of the academic schedule of any student involved in a complaint of Sexual Misconduct;
- b) no-contact undertakings or no-contact direction;
- c) temporary, non-disciplinary, leave of a person alleged to have committed Sexual Misconduct; and
- d) any other interim restrictions as may be determined by the University.

Academic Accommodations

- 5.3 A student who has experienced Sexual Misconduct, including Sexual Misconduct at a non-University related activity, and who may require an academic accommodation (for example, exam deferral, an extension on an assignment, withdrawing from a class, changing location of studies to another campus or from home, etc.), will be supported by the Student Services Department, in accordance with the University procedures for requesting and granting academic accommodations.
- 5.4 A student requesting an academic accommodation under this Policy is not required to file a complaint of Sexual Misconduct to receive an academic accommodation.

Investigation

- 5.5 An individual who has experienced Sexual Misconduct falling within the scope of this Policy, or a third party authorized to act on their behalf, may request that the matter be investigated by submitting a written request in accordance with the procedures associated with this Policy (See Appendix A).
- 5.6 Investigations will conform to reasonable standards of fairness and due process and will follow procedures outlined in University Policy. Investigations will be conducted by external professionals who have specialized training in Sexual Misconduct investigations.
- 5.7 Individuals alleged to have breached this Policy will receive reasonable and timely notice of the allegations against them, will have the right to respond to the allegations and will have the right to an unbiased decision arising from the allegations.
- 5.8 Both the Complainant and Respondent may have a support person accompany them during the investigation.
- 5.9 Involvement of support persons who are not members of the University Community shall be at the discretion of the investigator.
- 5.10 Decisions following an investigation will be made on the balance of probabilities based on the preponderance of evidence.
- 5.11 An investigation will not proceed if the Respondent is not a member of the University Community at the time the investigation commences. The Complainant will be referred to external resources for assistance.

Possible Consequence

- 5.12 Any member of the University Community who is found to have engaged in an act of Sexual Misconduct will be subject to sanctions up to and including suspension or termination from the University.
- 5.13 No sanction and/or disciplinary action will be taken against an individual without their knowledge.

Right to Withdraw From an Investigation

- 5.14 At any time during the investigation process, the individual requesting the investigation has the right to withdraw from that process without consequences to their University status and activities.
- 5.15 The University may continue to act on the identified issue, if such action is necessary to comply with its obligation under this Policy and/or its legal obligations.
- 5.16 In the event that the University is required to proceed, the individual who requested the investigation will be advised of this requirement.

Confidentiality

- 6.1 The University recognizes that privacy and the maintenance of dignity and control over personal information is particularly important to those who have experienced Sexual Misconduct.
- 6.2 The University will maintain the confidentiality of all persons involved, recognizing that limited information sharing may be necessary to address the concerns and ensure procedural fairness.
- 6.4 Unless there is an imminent threat of serious harm to self or others, the Vice-President Canadian Programs is required under their code of professional ethics to comply with a student's wishes regarding confidentiality.
- 6.5 Confidentiality cannot be assured in the following circumstances:
- When an individual is at imminent risk of self-harm;
 - When an individual is at imminent risk of harming another;
 - There are reasonable grounds to believe that others in the University or wider community may be at risk of harm;
 - When there are reasonable grounds to believe that an individual under 18 years of age may be at risk of harm; and
 - Where there is a legal duty to report.

Protection from Retaliation

- 7.1 It is contrary to this Policy for anyone to retaliate, engage in reprisals or threaten to retaliate against a person making a complaint, a witness or other individual for:

- a) having pursued options/rights under this Policy or any other relevant Provincial or Federal legislation;
- b) having participated or co-operated in a complaint under this Policy; or
- c) having been associated with someone who has pursued rights under this Policy.

7.2 Anyone engaged in such conduct may be subject to sanctions including suspension and termination.

False Statements and Accusations

8.1 Any person who knowingly makes a false statement or accusation in connection with an investigation under this Policy will be in violation of the Student Code of Conduct or other relevant University Policy, and will be subject to disciplinary action.

Sexual Misconduct Prevention

9.1 The University will provide education and training to students and employees to increase awareness, prevent incidents and promote effective responses to Sexual Misconduct.

9.2 The University will make reasonable efforts to ensure that every member of the University Community is aware of this Policy.

General

10.1 For inquiries relating to this Policy, contact the Vice-President, Canadian Programs or the Director, Human Resources.

10.1 This Policy will be reviewed at least once every three years.

10.2 On an annual basis, the Vice-President, Canadian Programs will report to the President on the implementation of this Policy.

**Appendix A:
PROCEDURES: SEXUAL VIOLENCE AND
MISCONDUCT**

**PROCEDURES FOR EMPLOYEES, ADJUNCT
FACULTY, VOLUNTEERS AND OTHER NON-
STUDENT MEMBERS OF THE UNIVERSITY
COMMUNITY**

Roles and Responsibilities

1. All members of the University community have a responsibility to assist individuals who have experienced sexual violence or misconduct and to report incidents they have witnessed.
2. An individual who has experienced sexual violence or misconduct falling within the scope and definition found in the Sexual Violence and Misconduct Policy has a range of options that include:

Disclosure

3. An individual may disclose an incident of sexual violence or misconduct to a trusted member of the University community to seek validation, support and/or guidance.
4. Individuals who receive a disclosure of sexual violence from a student or another member of the University community are encouraged to follow the suggestions found in Appendix B.

Report to Police

5. Individuals may report allegations through the criminal justice system by contacting their local Police Department or the RCMP.
6. Employees and others may contact building security personal (See Appendix C)
7. The University will cooperate with any criminal investigation.

Informal/Information Report to the University

8. Individuals wishing to notify the University of an incident of sexual violence or misconduct without initiating an investigation, may report the incident as follows:
 - a. Instructor, Program Director or Vice-President, Canadian Programs - Where the alleged respondent is known or believed to be a student of the University.
 - b. Program Director, Vice-President Canadian Programs or the Director Human Resources - Where the alleged respondent is known or believed to be an employee of the University or a non- employee academic supervisor (e.g. practicum supervisor or similar).
 - c. Vice-President Canadian Programs - Where the alleged respondent is known or believed to be a contractor, guest or another individual engaged in business or service related to the University.
9. When an informal/information report is received, the recipient of the report will outline formal reporting options including the option to notify law enforcement, and will offer support as outlined in the policy. The recipient of the report will make a written record of the incident.

10. Written records of an informal/information report will be kept in a confidential file located in Human Resources, Seattle.
11. Where the individual making the report requests no action by the University, this request will be noted in the written record.
12. The University reserves the right to take action on an informal/information report if,
 - a. The allegation involves a minor,
 - b. Federal or provincial legislation requires an investigation, or
 - c. There is a reasonable assumption of risk to the individual or members of the University community.
13. Where the University is required to take action based on any of the reasons outlined above, the complainant will be informed of the reasons for the action.

Third Party Reporting

14. If extenuating circumstances prevent direct reporting, an individual may request that a willing and trusted member of the University community (e.g. Program Director, Vice-President Canadian Programs or another third party initiate the report on their behalf. Extenuating circumstances includes trauma induced psychological or functional impairment.

Temporary Employment Accommodation

15. Employees who are seeking accommodations because of sexual violence or misconduct, may contact the Vice-President Canadian Programs or the Director of Human Resources.

Requesting an Investigation

16. Individuals may request an investigation into an alleged incident of sexual violence or misconduct by contacting the following University personnel.
 - a. Program Director or Vice-President Canadian Programs - Where the alleged respondent is known or believed to be a student.
 - b. Program Director, Vice-President Canadian Programs or the Director Human Resources - Where the alleged respondent is known or believed to be an employee of the University or a non- employee academic supervisor (e.g. practicum supervisor or similar).
 - c. Vice-President Canadian Programs - Where the alleged respondent is known or believed to be a contractor, guest or another individual engaged in business or service related to the University.
17. Requests for an investigation should include the following:
 - a. Complainant's name and contact information,
 - b. Respondent's name and contact information, if known,
 - c. Detailed description of the situation/incident(s),
 - d. List of any witnesses to the situation/incident(s), along with as much information as possible to assist in identifying and contacting witnesses, and

- e. Date and signature of complainant.
18. If an individual has made an informal/information report, this report may be used or expanded upon for the purposes of an investigation.

Investigation Process

19. When a request for an investigation is received, the receiving office will review the request to ensure it falls within the scope of the Sexual Violence and Misconduct Policy.
20. Upon reviewing the request and determining that it falls within the scope of the Sexual Violence and Misconduct Policy, the receiving office may, as deemed appropriate, arrange for an external investigator to undertake the investigation or may undertake the investigation internally.
21. Where the matter falls outside the scope of the Sexual Violence and Misconduct Policy, the individual will be referred to the appropriate University policy or to another University or external resource.

Interim Measures

22. The individual receiving the request for an investigation will arrange or implement interim measures deemed appropriate to the circumstances. Interim measures may include, but are not limited to:
- a. No- contact undertakings or no- contact directives,
 - b. Restrictions on access to all or some parts of the University offices or internship site facilities, or external teaching locations,
 - c. Temporary, non- disciplinary leave of absence for the person alleged to have engaged in sexual violence or misconduct, and
 - d. Any other interim restrictions deemed appropriate by the University.

External Investigation

23. If the University determines that the matter will be investigated by an external investigator, the receiving office will work with the Vice- President, Canadian Programs or delegate to arrange for the services of an external investigator.
24. The external investigator will establish an investigation process based on expectations outlined by the University.
25. The final investigation report will be provided to the Vice- President, Canadian Programs and if the respondent is a staff member, to the Director Human Resources.
26. The complainant and the respondent will receive a summary report.

Internal investigation

27. If it is determined that the investigation will be conducted internally, the Vice- President Canadian Programs will delegate the Respectful Workplace Coordinator Canada (RWCC) to conduct the investigation. The RWCC will meet with or otherwise communicate with the complainant and respondent to:
- a. Review the allegations,
 - b. Outline the investigation process, including any limitations to the investigation,
 - c. Review support options that may be available, and

- d. Obtain relevant information, including names of witnesses, if any, and any other information or material relevant to the investigation.
28. Decision- making will include an assessment of the information gathered during the investigation, and matters of credibility, in order to determine if a breach of the Sexual Violence and Misconduct Policy occurred.
29. Decisions following an investigation will be made on the balance of probabilities based on the preponderance of evidence.
30. The final investigation report will be kept in a confidential file located in the Human Resources department (if a university employee or adjunct instructor is implicated); a copy will be kept in Student Services (for student complainants and respondents) and in the office of the Vice-President Canadian Programs.
31. The complaint and the respondent will receive a summary report.

Withdrawing From an Investigation

32. An individual wishing to withdraw from an investigation must provide a written request to withdraw to the University official to whom the investigation request was made.
33. Upon receipt of a request to withdraw, the investigation will cease and the parties will be notified, except in situations where an investigation is required.

Sanctions or Other Disciplinary Measures

34. When an investigation establishes that an employee or a non- student member of the University community has violated the Sexual Violence and Misconduct Policy, the Vice- President, Canadian Programs, may impose sanctions in accordance with applicable terms of contract.

Disputes

35. Any individual wishing to file a dispute regarding the reporting or investigation process may do so by notifying the Vice- President, Canadian Programs in writing of the concerns.

APPENDIX B

Roles and Responsibilities for University Personnel Program Directors, Associate Directors and Instructors

- Facilitate implementation of temporary accommodation and related academic requests from
- students who have experienced sexual violence or misconduct and/or make referrals to on-campus support services.

- Employees and adjunct faculty who receive a request for temporary accommodation under the Sexual Violence and Misconduct Policy are encouraged to implement the requested accommodation if such implementation falls within their authority.

- If the requested accommodation falls outside of an employee's authority, the employee may discuss the request with Vice-President Canadian Programs.

Building Security

- Receive informal/informational reports of sexual violence or misconduct regarding non- student/non-employee respondents, provide support for police reporting, conduct investigations or arrange for investigations to be undertaken into formal reports of sexual violence or misconduct, establish safety programs, implement measures to reduce sexual violence on campus and collaborate with local police where appropriate.

Vice-President Canadian Programs

- Receives informal/informational reports of sexual violence or misconduct regarding employee respondents, provides support for police reporting, conduct investigations or arrange for investigations to be undertaken into formal reports of sexual violence or misconduct, facilitate or arrange temporary accommodation for employees as required, assist with safety planning and make referrals to support services, including external medical services.

- Receives informal/informational reports of sexual violence or misconduct regarding student respondents, provides support for police reporting, conduct investigations or arrange for investigations to be undertaken into formal reports of sexual violence or misconduct, facilitate or arrange temporary accommodation for students as required, assist with safety planning and make referrals to support services, including external medical services.

Director Human Resources

- Receives informal/informational reports of sexual violence or misconduct regarding employee respondents and liaises with the Vice-President Canadian Programs regarding the arrangement for temporary accommodation for employees as required.

APPENDIX C

Response to Disclosure

When an individual discloses an incident of sexual violence or misconduct to a member of the University community that member should:

- a. Listen empathically and without judgment or interruption.
- b. Validate the individual's experience or reactions.
- c. Help the person identify safe individuals within their existing support system.
- d. Reassure the individual that they are not responsible for the actions of the other person.
- e. Review the current safety of the individual.
- f. Provide information on off- campus resources, including counselling and medical support services. A list of resources is contained in Appendix D.
- g. Inform the individual of their complaint or reporting options, including contact information for on- campus reporting of the incident(s).
- h. Encourage the individual to seek medical attention and counselling support, while respecting the individual's right to choose the services they believe will be of most benefit, including any decision to notify the police.
- i. Avoid personal advice.
- j. Do not conduct an investigation.
- k. Do not call the police unless you are specifically asked to do so.
- l. Ask the individual what you can do to be supportive.

If an individual receiving an employee disclosure feels unable to assist the individual, please contact the Vice-President, Canadian Programs or the Respectful Workplace Coordinator Canada.

APPENDIX D

What to Do If You Have Experienced Sexual Violence or Sexual Misconduct

Call the Crisis Line

A Crisis Line is a non-profit, volunteer organization committed to helping people help themselves and others deal with crisis. 24-hour crisis lines are available to provide immediate crisis support.

- WAVAW 24-Hour Crisis Line: 604-255-6344 or toll free 1-877-392-7583
- VictimLink BC at 1- 800- 563- 0808 can help you find a support service program nearest you.

VANCOUVER CAMPUS:

Go to the Sexual Assault Service at Vancouver General Hospital - Go directly to the Vancouver General Hospital Emergency Department at 920 West 10th Avenue (near Broadway & Oak), and ask for the Sexual Assault Service.

Call the Vancouver Police Department - The Vancouver Police can provide information on various reporting options and are available to accompany the survivor to the Vancouver General Hospital (VGH) Sexual Assault Service if desired.

- Non-emergency number: 604.771.3321; Emergency number: 911

Female patients can call 604.255.6344 if they would like a Rape Crisis Centre counsellor from *Women Against Violence Against Women* (WAVAW) to meet them at the hospital. When you call, ask for "Hospital Accompaniment Staff."

EDMONTON CAMPUS:

Contact the Sexual Assault Centre of Edmonton:

<https://www.sace.ab.ca/index.php/get-help/community-resources>

Edmonton 24 hour Sexual Assault Crisis Line: 780-423-4121

Call the Edmonton Police Department: non-emergency number: 780-423-4567, Emergency: 911

CALGARY CAMPUS:

Calgary Sexual Assault Response Team: <http://www.connectnetwork.ca>

Tel: 403-237-5888 or toll free 877-237-5888

Call the Calgary Police Department: non emergency number 403-266-1234, Emergency: 911

VICTORIA CAMPUS:

Victoria Sexual Assault Clinic, Victoria General Hospital,

<https://vsac.ca/recent-sexual-assault/>

24-hr crisis line: 250-383-3232

Call the Victoria Police Department: non-emergency number 250-995-7654, Emergency: 911

Visit your doctor

Contact your Program Director - If the person responsible is known or thought to be a student, the Program Director will take your report, explain the procedures to you, and will assist you to get the support you need.

Contact the Vice-President Canadian Programs - If you are an employee, the Vice-President Canadian Programs will take your report, explain the procedures to you and assist you to get the support you need.

Email: ahenley@cityu.edu

Phone: 778-577-5011

Contact the Respectful Workplace Coordinator Canada:

Dr. Jill Taggart

Email: jtaggart@cityu.edu

Phone 77-588-5015