S exualized Violence Procedures for Students

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July 27, 2020

Februar y 3, 20 23

S ept. 10, 2024

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The companion policy to this procedure is th e S exualized Violence Policy (Policy 1006)

which can be found on the Mount Allison website. Readers of this procedure are

encouraged to read Policy 1006 for greater understanding of the University’s approach to

S exua lized Violence.

This procedure applies to all complaints received under the S exualized Violence Policy

where both the compl ainant(s) and respondent(s) are students. Complaint procedures

involving employee(s) as a complainant or respondent are handled through the People and

Culture department. Where a student is also an employee of the university, the student

procedure will apply unless it is determined that the incident occurred while the student

was acting in an employee capacity.

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A disclosure is when an individual shares that they h ave experienced sexualized violence –

it is telling someone that someth ing has happened. All sur vivors are entitled to support and

resources whether or not they decide to file an oIicial complaint.

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b.
 If an individual is not comfortable/familiar with REES, they can make an
appointment with the SVR Consultant. This can be booked through the Mount
Allison booking platform
 or by contacting the Wellness Centre.

c.

g. If the individual’s immediate needs are met and they)#*want to file a complaint, the

EIorts will be m ade to follow the tim elines noted in this policy. However, delays may occur.

Any delay should be reasonable in nature and communicated to the parties involved.

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A compl ainant may request specifi c immediate measures be put in pl ace pr ior to an

investigation.

a. The complainant will complete the @(F$+91G()*H1#9(70(*E#6%9+17,*I#"6;

b. The Compl aint Form w ill then be submitted to the SVR Consultant.

c. The compl ainant will receive a receipt response, via ema il or in person, as soon as

possible but no later than three (3) business days after filing the Complaint Form. A

receipt response is confirmation that the complaint has been received only.

d. The SVR Consultant will notif y the Director of Student Experience, or their

designate, if the respondent is a student, by forwarding a copy of the Complaint

Form as soon as possible but no later than three (3) business days af ter issuing a

com pl aint receipt response.

e. If not done previously, t he SVR Consultant will meet with the complainant to review

the complaint and provide an overview of the process as soon as possible but no

l ater than ten (10) business days of sending the receipt response.

f. The Director of Student Experience, or their designate, will meet with the

respondent to rev iew the complaint and provide an over view of the respondent

process as soon as possible but no later than ten (10) business days after being

notifi ed. They w ill provide the respondent w ith the 2(3%#7)(7,*M7N#"6+, 1#7*I#"6 ,*

which the respondent will complete and return to them within five (5) business days.

The form will then be shared with the SVR Consultant.

i.

The SVR Consultant may initiate accommodation and support during the process

before any decision

m aking takes place. This may require the SVR Consultant to

share information and consult with appropriate staI. Any information shared will be

kept to the minimum amount necessar y to facilitate accommodation and support.

Accommodation and support will not

be disciplinar y in nature and may be

temporar y.

j.

The Director of Student Experience will consider the information gathered and may

implement immediate m easures. Decisions will norm ally be made within 5

business days of receiving the respondent form. Reasonable delays will be

c.

The Compl ainant will receive a receipt response, via email or in person, as soon as

possible but no later than three (3) business days after filing the Compl a int Form . A

receipt response is confirmation that the complaint has been received only.

Code of

Conduct, other university policies, applicable collective agreement

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or

rel evant contract.

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a.

Standards of confidentiality not only protect the rig hts of those involved in a sexual

violence disclosure or compl aint but are also key to preser v ing the integrity of any

investigation that is undertaken.

b.

Anyone involved in the complaints process, including complainants, respondents,

and witnesses, must keep t he details of any case confidential.

c.

The University may not be able to maintain confidentiality:

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When employees require information to carr y out their authorized duties under

the S exualized Violence Policy. For example, conduct investigations, implement

a decision, or impose immediate measures.

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When there is ser ious and immediate r isk to the person's l ife; to the safety of

another person; or of harm to the safety of other members of the community, on

the basis of inform ation prov ided following a report of an incident of sexualized

violence;

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In the event of a situation of sexualized violence towards a minor or vulnerable

person;

§
If there is a court orde r.

If one of the above circumstances appl ies, individuals will be informed and supported

throughout the process.

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These procedures will be reviewed at least ever y 3 years.