

Subject: Procedures Under the Sexualized Violence Policy
Group: Institutional
Approved by: The President
Approval Date: XXXXX
Revised: XXXXX
Administered by: Vice-President, International and Student Affairs and Vice President, Finance and Administration

Introduction/Preamble

The companion policy to this procedure is the Sexualized Violence Policy (Policy 1006) which can be found here: <https://mta.ca/about/leadership-and-governance/policies-and-procedures/policy-1006-sexualized-violence-policy> Readers of this procedure are encouraged to read Policy 1006 for greater understanding of the University's approach to Sexualized Violence.

This procedure applies to all Complaints received under the Sexualized Violence Policy (Policy 1006). The specific steps noted in this procedure may be different depending on whether a party is a Student, Employee or other member of the Mount Allison Community.

1. Disclosure

What is a Disclosure? A Disclosure is when an individual shares that they have experienced Sexualized Violence – it is simply telling someone that something has happened. Survivors disclose for a variety of reasons. All Survivors are entitled to **Support, Resources, and Accommodations (S/R/A)**, whether or not they decide to file an official Complaint.

1.1 Disclosure through REES

Disclosure can be made through [REES](#), Mount Allison's 24/7 online reporting platform. REES will connect the individual directly to the Sexualized Violence Response (SVR) Consultant. They will work collaboratively with the individual to explore the **S/R/A** they may need. This may include:

- a. Explaining the official Complaint pathways & processes
- b. Helping navigate the Sexualized Violence Policy
- c. Helping navigate and connect to systems, supports & resources within and outside of the University, for example, counselling, legal, immigration advising, housing, health or financial services
- d. Assisting in coordinating academic, housing, workplace and other accommodations
- e. Coordinate accompaniment to legal, housing or health services
- f. Providing safety planning
- g. Exploring self-care resources
- h. Assisting in coordinating accessibility needs such as translation, interpretation, assistive technology, & cultural needs
- i. Providing support in communication

If an individual is not comfortable/familiar with REES, they can make an appointment with the SVR Consultant by emailing [them directly](#).

1.2 Disclosure to University Employee or Residence Leadership

Students can make a Disclosure to a University Employee or Residence Leadership *without disclosing any details*. In addition to informing the student of the available resources on campus, they will Connect to Care. Specifically, they will:

- a. Connect the student to the Sexualized Violence Response(SVR) Consultant, or
- b. Show them how to submit a REES disclosure.

University Employees are required to inform the SVR Consultant when the student seeks support as soon as the circumstances permit.

1.3 Other Ways to Disclose

Students may also begin the Disclosure process with the following staff members:

Sexualized Violence Response (SVR) Consultant: Jade Lister jlister@mta.ca

Equity Diversity & Inclusion (EDI) Student Advisor: Lucy Ofori lofori@mta.ca

Indigenous Affairs Coordinator: TBD

Spiritual Care Coordinator: Rev. Ellie Hummel ehummel@mta.ca

International Affairs Coordinator (exchange - students, visiting international students and MASSIE students): Robin Walker rwalker@mta.ca

International Student Advisor (Degree seeking international students):
Christa Maston cmaston@mta.ca

Residence Life Coordinator – Rohil Basapa rbasapa@mta.ca

The individual may also begin the Disclosure process by contacting Campus Security.

Campus Security is available 24/7 as a resource hub and can be called for information about support & crisis lines: (506) 364-2228.

1.4 What happens after Disclosure?

- a. If an individual submitted a Connect to My Campus via **REES**, their **REES** disclosure will go directly to the SVR Consultant. This file is encrypted and password protected.
- b. The SVR Consultant will contact the individual via email to offer an in-person or online appointment.
- c. During the appointment/appointments, the SVR Consultant will review the **S/R/A** that may be available. They will also provide an overview of the Complaint pathways. For

Employees, the SVR Consultant will also consult with the Department of People and Culture as necessary to determine what workplace accommodations may be available and appropriate.

- d. What kinds of internal (Mount Allison) S/R/A may be available? Internal **S/R/A may** include but are not limited to counselling, safety planning, academic accommodations, housing accommodations (for Students in residence), workplace accommodations (for Employees), medical services, harm reduction, sexualized violence prevention and education.
- e. What kinds of external S/R/A may be available? External S/R/A may include but are not limited **to** external counselling, Forensic Nurse Examiner services, sexual assault centres/support lines, transition houses/domestic violence shelters, reporting to law enforcement, New Brunswick Human Rights Commission, Employee Family Assistance Program (for Employees).
- f. If the individual has been connected with the appropriate **S/R/A**, their immediate needs are met, and they do **not** want to file a Complaint, the process can stop here.
- g. If the individual's immediate needs are met and they **do** want to file a Complaint, the process proceeds to **Section II Complaints Process**. This also applies to individuals who have previously chosen not to proceed.

The University may investigate Sexualized Violence even when a Survivor chooses not to file a Complaint. Examples of such circumstances include, but are not limited to:

- Where there is risk to the safety of individuals and/or community. For example, when a repeat perpetrator has been identified.
- Where required by law.
- Where there is evidence of Sexualized Violence in the public realm. For example, a video, image, or narrative posted on social media.

If the individual chooses **not** to file a Complaint, they will be offered the option of receiving follow-ups and check ins. Otherwise, go to step 6.g.

2. Complaints Process

2.1 Submitting A Complaint

- a. All Complaints are submitted to the SVR Consultant in the form of a **Sexualized Violence Complaint Form** (Appendix A).

The Complaint form may be submitted by email at: jlist@mta.ca

Or in person to the SVR Consultant's office located at the Wellness Centre at the McCain Student Centre (MCCN 130).

2.2 Administration of Complaints

All Complaints against Students are submitted to and administered by the SVR Consultant.

All Complaints against Faculty or Staff are submitted to the SVR Consultant, and if an investigation is required, will be referred to the Director of People and Culture, or their designate, for administration.

Complaints against those individuals who are neither Students nor Employees are submitted to the SVR Consultant. The SVR Consultant may redirect these Complaints to another University official, where appropriate, for administration.

2.3 Complaint Pathways

There are two pathways for the processing of a Complaint: Investigative and Non-Investigative.

While efforts will be made to respect the Complainant's pathway request, the ultimate decision on whether a Complaint requires investigation will rest with the University. In extraordinary circumstances, an investigation will be required notwithstanding a Complainant's request.

Complaint outcome(s) may also be requested by a Complainant but will ultimately be determined by the University, after considering all of the circumstances, including any applicable collective agreement. Outcomes may include, but are not limited to, letter of apology, educational counselling, no contact direction, suspension. For a full list, go to Appendix

2.4 Non-Investigative Complaint Pathway

A Complainant may request specific remedial measures without an investigation.

- a. The Complainant will complete the **Sexualized Violence Complaint Form** (Appendix A).
- b. The Complaint form will then be submitted to the SVR Consultant.
- c. The Complainant will receive a receipt response 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 notify the Director of Student Experience, or their designate, if the Respondent is a Student, by forwarding a copy of the complaint and respondent form as soon as possible but no later than three (3) business days after issuing a complaint receipt response.
- e. The SVR Consultant will notify the Director of People and Culture, or their designate, if the Respondent is Faculty or Staff, by forwarding a copy of the complaint and respondent form as soon as possible but no later than three (3) business days after issuing a complaint receipt response.

- f. Where the Respondent is neither a Student nor an Employee, the SVR Consultant may redirect the Complaint to another University official, where appropriate, for administration.
- g. The SVR Consultant will meet with the Complainant to review the Complaint and provide an overview of the process as soon as possible but no later than ten (10) business days of sending the receipt response.
- h. The Director of Student Experience, or their designate, if the Respondent is a Student, or the Director of People and Culture, or their designate, if the Respondent is Faculty or Staff, will meet with the Respondent to review the Complaint and provide an overview of the process as soon as possible but no later than ten (10) business days after being notified. They will provide the Respondent with the **Respondent Information Form** (Appendix B) which the Respondent will complete and return to them Consultant as soon as possible but no later than within five (5) business days. The form will then be forwarded to the SVR Consultant.
- i. Parties may be accompanied by a support person. If a Party is a unionized Employee, they are entitled to Union representation at all meetings. Any support person or representative involved must complete an **Undertaking of Confidentiality** (Appendix TBD) before the party participates in the process and is privy to the Complaint. If a Party is a Student, the Director of Student Experience, or their designate, will send the completed form to the SVR Consultant. If the Party is Faculty or Staff, the Director of People and Culture, or their designate, will send the completed form to the SVR Consultant.
- j. Unreasonable delays (as determined by the SVR Consultant in accordance with the principles of the Sexualized Violence Policy), will not result in a delay in this process. Where there is an unreasonable delay by a Party, their support person, Union or Union representative, this procedure may continue in their absence.
- k. The SVR Consultant may initiate immediate measures during the process before any decision-making takes place to protect the Parties to the Complaint or the community. This may require the SVR Consultant to share information and consult with others but the information shared will be kept to the minimum amount necessary in order to facilitate the immediate measures. Immediate measures will not be disciplinary in nature. Every effort will be made to ensure that immediate measures are completed within five (5) business days.

2.5 Non-investigative Complaint – Resolution successful

- a. Under the SVR Consultant's guidance, the purpose of any meeting(s) held is to identify a mutually agreed resolution for all Parties.
- b. If the Complainant, Respondent and Union (if applicable) are able to reach a resolution, the agreement is documented and signed by all Parties.
- c. As a result of mutually agreed resolutions, including confidentiality commitments, measures may be delegated to appropriate departments.

- d. The SVR Consultant will support implementation of the agreement and monitor for compliance and support.
- e. If there is a failure to implement or comply with an agreed resolution, and the Respondent is a Student, the SVR Consultant will inform the Director of Student Experience for follow up. If the Respondent is an Employee, the SVR Consultant will inform the Director of People and Culture, or their designate, for follow up.
- f. Follow up may include investigation, remedial action or discipline, in accordance with applicable Collective Agreements, or other measures.

2.6 Non-investigative Complaint – Resolution unsuccessful

If the Complainant and Respondent are unable to reach a resolution, or if the University deems the allegations sufficiently serious to warrant further action, the University may make a determination regarding outcome and impose it on the Parties. There is no appeal of this decision.

If the Parties fail to comply with an imposed outcome, the University may impose disciplinary action in accordance with the terms of the applicable collective agreement or may initiate an investigation of the Complaint.

2.7 Investigative Complaint

The Complainant can request that the Complaint proceed to investigation.

In exceptional circumstances to ensure safety and compliance with applicable legal and other obligations, the University may investigate a Complaint notwithstanding the Complainant's request.

- a. The Complainant will complete the **Sexualized Violence Complaint Form** (Appendix A).
- b. The Complaint form will then be submitted to the SVR Consultant.
- c. The Complainant will receive a receipt response 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 meet with the Complainant and provide an overview of the process as soon as possible but no later than within ten (10) business days of sending the receipt response.
- e. In exceptional circumstances, the SVR Consultant may complete the **Sexualized Violence Complaint Form** (Appendix A) to initiate an investigation as defined in Section 1.5 above.
- f. The SVR Consultant will notify the Vice President of International and Student Affairs, or their designate, if the Respondent is a Student, by forwarding a copy of the complaint and respondent form as soon as possible but no later than within three (3) business days after issuing a complaint receipt response, and brief on related details.

- g. The SVR Consultant will notify the Director of People and Culture, or their designate, if the Respondent is Faculty or Staff, by forwarding a copy of the complaint and respondent form as soon as possible but no later than within three (3) business days after issuing a complaint receipt response and brief on related details.
- h. Where the Respondent is not an Employee, the Vice President of International and Student Affairs or the Director of People and Culture, or their designates, will meet with the Respondent to review the Complaint and provide an overview of the process as soon as possible but no later than within ten (10) business days after being informed of the Complaint by the SVR Consultant.
- i. Where the Respondent is an Employee, the Director of People and Culture, or their designate, will meet with the Respondent to review the Complaint and provide an overview of the process as soon as possible but no later than within ten (10) business days after being informed of the Complaint by the SVR Consultant.
- j. The Respondent will be provided with the **Respondent Information Form** (Appendix B) which the Respondent will complete and must return as soon as possible but no later than within five (5) business days to the DSE or DPC, or their designate, who will then forward the form to the SVR Consultant within three (3) business days.
- k. Parties may be accompanied by a support person. If a Party is a unionized Employee, they are entitled to Union representation at all meetings. Any support person or representative involved must complete an **Undertaking of Confidentiality** (Appendix C) which must be returned to the SVR Consultant before participating in the process and being privy to the Complaint. If a Party is an Employee, a copy will be provided to the Director, People and Culture (the "**DPC**"), or their designate.
- l. Unreasonable delays (as determined by the SVR Consultant, Director of Student Experience or Director of People and Culture, or their designate(s), as applicable in accordance with the principles of the Sexualized Violence Policy), will not result in a delay in this process. Where there is an unreasonable delay by a Party, their support person, Union or Union representative, this procedure may continue in their absence.
- m. After the Respondent has provided a response to the Complaint or the time has expired for doing so, the University may take appropriate action without appointing an investigator.
- n. The University may appoint an external investigator.
- o. Every effort will be made to conduct a fair, expedient and comprehensive investigation.
- p. The investigator will prepare and submit to the University a report of their investigation, findings, and determination of whether there was a breach of the Sexualized Violence Policy.
- q. A summary of the investigator's report will be shared with the Complainant, Respondent and applicable Union representative. The report will not be disclosed to the Complainant or Respondent for any reason unless required by law.

- r. Upon receipt of the investigator's report, the appropriate University official will meet with all Parties individually as soon as possible but no later than within five (5) business days to discuss the findings and determinations and provide each party an opportunity to be heard with respect to same.
- s. After disclosing the summary of findings, the University will make an Investigation Decision, determining the appropriate action that will be taken, if any, and with due regard to any applicable Collective Agreement.
- t. The University will communicate the Investigation Decision, reasons for the Investigation Decision and any applicable sanctions to the Complainant and Respondent in writing.

2.8 Appeal

- a. The Investigation Decision and any disciplinary or remedial measures following the investigation may be appealed by the Respondent or the Complainant to the Sexualized Violence Appeals (SVA) Panel as soon as possible but no later than within fifteen (15) business days of the Investigation Decision, if one or both of the following applies:
 - 1) A serious procedural error was made during processing that caused prejudice to the Party and/or might have affected the final outcome; and/or
 - 2) The Investigation Decision and / or measures are clearly unreasonable or unsupportable based on the evidence.
- b. Disagreement with the Investigation Decision and/or measures does not constitute a basis for appeal.
- c. Rules and procedures respecting appeals in this procedure supersede those generally applicable to appeals to the University Appeal Panel.
- d. Upon review of an appeal submission, the Chair of the SVA Panel determines if there is reason for the appeal. If the appeal is found not to be admissible, the Chair informs the party who submitted the appeal.
- e. If admissible, in general, appeals will be heard in writing and an oral hearing will proceed only in exceptional circumstances.
- f. Within fifteen (15) business days after receiving an appeal, and upon confirmation by the Chair that it is admissible, the SVA Panel will review the appeal and inform the complainant and respondent in writing of the decision taken.
- g. Where the Respondent is an Employee, and the decision involves disciplinary measures, the right to appeal the measures taken will be informed by any applicable Collective Agreement.
- h. The Sexualized Violence Appeals Panel will have three members serving 1-to-2-year terms. Panel members must have full-time, tenure-track/tenure, or continuing full-time status and be willing to be trained on Adjudication.

Procedure Review

This procedure will be reviewed within one year of its effective date and every three years or sooner as required thereafter.

APPENDIX A
Sexualized Violence Reporting Form
Mount Allison University Sexualized Violence Policy

This form may be completed by university community members who have experienced or witnessed/been impacted by sexual violence. Those who come forward with a disclosure or complaint will be believed and their choices regarding how to proceed will be respected. Next steps are dependent on the choices of the complainant, the potential for further harm towards the complainant or others, the willingness of the respondent/respondents to participate in non-investigative or investigative processes. You do not have to fill out this form alone. You can reach out to a person you trust; the Sexual Violence Response, Equity, Diversity, and Inclusion Advocate; or a Student Development Counsellor.

Resources:

REES <https://mta.reescampus.ca/>

Mount Allison University is part of the REES Community. REES (Respect, Educate, Empower Survivors) is a 24/7 trauma informed, survivor centered online reporting and resource platform. If you have experienced sexualized violence in any form, REES will connect you to options for support and complaints pathways.

Sexual Violence New Brunswick <https://svnb.ca/en/>

Support line is open from 5pm-8am AST/7 days a week.
(506) 454-0437

Action Canada for Sexual Health & Rights <https://www.actioncanadashr.org/>

Access Line is a 7-day a week toll-free, confidential phone and text line. It is available for questions about sexual health, pregnancy options, abortion, and safer sex. 1-888-642-2725 during the hours of 9am-9pm EST. After hours, voicemails can be left and will be returned the following day.

SANE <https://horizonnb.ca/services/emergency-department/sane-sexual-assault-nurse-examiner-program/>

Emergency medical assistance is available by calling 911 or reporting to a Sexual Assault Nurse Examiner (SANE). A SANE is a specially trained and certified professional who provides needed care, documents the details of the assault, and collects evidence.

Medical Treatment <https://mta.ca/current-students/health-and-wellness/medical-and-health-services>

You may want to seek medical treatment for:

- Detection and treatment of injuries, including those you may not be able to see.
- STI testing or Postexposure prophylaxis (PEP) in case of possible HIV exposure.
- Pregnancy testing, or emergency contraception. Emergency contraception (Plan B) is available at most local pharmacies. It can be taken up to 72 hours after unprotected sex but is more effective the sooner you take it. You do **not** need a prescription to access Plan B.

APPENDIX A
Sexualized Violence Reporting Form
Mount Allison University Sexualized Violence Policy

A. Parties to the Complaint (A party means a complainant who makes the complaint and a respondent who the complaint is against.)

A.1 Complainant

Complainant: The member of the University Community who has made a disclosure or complaint of an experience/experiences of sexualized violence.

Name:									
Email:	Phone:								
Preferred method of communication: Is it safe to leave voicemails if you cannot be reached by phone:									
Status	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Undergraduate Student</td> <td style="text-align: center; width: 30px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px 5px;">Graduate Student</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px 5px;">Employee</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px 5px;">Other</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Undergraduate Student	<input type="checkbox"/>	Graduate Student	<input type="checkbox"/>	Employee	<input type="checkbox"/>	Other	<input type="checkbox"/>
Undergraduate Student	<input type="checkbox"/>								
Graduate Student	<input type="checkbox"/>								
Employee	<input type="checkbox"/>								
Other	<input type="checkbox"/>								
Pronouns:									
Would you like access to any specific services ? (Page 7)									
Are you aware of any accommodations that you may need? (Page 7)									
Do you require accessibility related accommodations during this process? (Page 7)									
Are you requesting immediate measures ? (Page 8)									

APPENDIX A
Sexualized Violence Reporting Form
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A.2 Respondent or Respondents

Respondent: A member (s) of the University Community who the Complainant is alleging committed an act of sexualized violence. If this information/some of this information is not known, fill out what is known.

Name:	
Email, if known:	Phone, if known:
Other identifying information:	
Status	Undergraduate Student <input type="checkbox"/>
	Graduate Student <input type="checkbox"/>
	Employee <input type="checkbox"/>
	Other

If multiple respondents, please use this box to list out the relevant information:

APPENDIX A
Sexualized Violence Reporting Form
Mount Allison University Sexualized Violence Policy

D. Complaint and Narrative

D.1 Complaint Type

Non-Investigative: <i>Complainant requests specific remedial or disciplinary measures without an investigation.</i>	<input type="radio"/>
Investigative: <i>Complainant requests that the university conduct an investigation. Investigations may be performed by an internal or external investigator.</i>	<input type="radio"/>
If Non-Investigative, do you know which accountability measures or outcomes you are seeking? (Page 8)	

D.2 Time Period

We acknowledge that this may be difficult information to recall. Please fill out what you can.

1. If one incident has occurred, please indicate the **date** on which it took place:

2. If multiple or chronic incidents, actions, behaviour, conduct, or decisions took place when the subject of this complaint **first** occurred:

3. Please indicate the date when the action, behavior, conduct or decision which is the subject of this report, **last** occurred:

APPENDIX A
Sexualized Violence Reporting Form
Mount Allison University Sexualized Violence Policy

D.3 Narrative

Please include an account of the alleged conduct that forms the basis of the complaint. Please include a description of the events including date(s), time(s), language and behaviours, location, and the presence of other parties or witnesses if applicable. Detailing experiences of sexual violence can be difficult. Fill out what you can but if it is too distressing, please reach out to a support person. **Please attach extra pages or a letter if needed or simply print and attach your REES narrative.**

Complainant permission for _____ to fill narrative out on their behalf.

APPENDIX A
Sexualized Violence Reporting Form
Mount Allison University Sexualized Violence Policy

D.4 Are there persons who have knowledge of or information about this complaint? Please list names, if any.

Name	Contact Information	Relationship to You

D.5 External Reporting

You have the right to access additional internal or external resources in relation to this report that are pursuant to the law and to applicable policies and procedures. At the time of filing this complaint have you filed another complaint or grievance concerning this matter under external recourse for example, the police?

NO YES

If yes, please provide relevant details below:

E. Submission of Complaint

 Typed Name of Complainant

 Signature of Complainant

 Signature of Sexual Violence Response, Equity, Diversity & Inclusion Consultant

 Date Submitted

**Sexualized Violence Reporting Form
APPENDIX/ADDITIONAL RESOURCES (PAGES 7-8)**

Services

There are many resources and services available both at university and externally. They include, but are not limited to:

- Process Support/Accompaniment
- Safety Planning
- Counselling
- Support from the Student Wellness Social Worker
- Support from the Mental Health/Harm Reduction Educator
- Medical Services (such as STI or pregnancy testing, Sexual Assault Nurse Examiner)
- Academic Advising

**Survivor
Accommodations**

Arrangements can be made to your academic programs, university employment, university residence, recreational programming, or other campus programming. These may include, but are not limited to:

- Exam deferrals
- Switching classes, labs, or tutorials
- Moving to part-time status or taking academic leave
- Switching academic or employment supervisors
- Change in residence
- Change in class schedule or location
- Change in university employment assignment, schedule, or location

Accessibility

The University is committed to ensuring pathways of disclosure and complaints, and their attendant procedures, are accessible to all. Participants are entitled to services including but not limited to:

- Access to a translator, interpreter, or assistive technologies
- Remote intake and communication options for those who cannot physically be on campus
- Respectful incorporation of meaningful cultural items or practices.
- Access to physically accessible spaces and gender-neutral washrooms

**Sexualized Violence Reporting Form
APPENDIX/ADDITIONAL RESOURCES (PAGES 7-8)**

Immediate Measures

Conditions placed on a person who is alleged to have perpetrated sexual violence to protect the safety of the complainant/others who are involved in a disclosure/complaint. A complainant may request immediate measures be imposed on a respondent or implemented for themselves. They include, but are not limited to:

- No contact/restricted contact order (reduced/restricted access to specified areas, restrictions on communication)
- Change in living arrangements
- Change in work assignment
- Change in class schedule
- Increased monitoring or supervision

Accountability Measures

Measures imposed by the university because of a determination that a member of the Mount Allison community has committed a breach of Sexualized Violence Policy. The outcome of a complaint process will vary, and may include accountability measures, remedies, and sanctions. Outcomes include, but are not limited to:

- Survivor impact statement
- Letter of apology or apology process.
- Facilitated discussion
- Education sessions
- Counselling
- No contact/Limited contact order
- Change in living arrangements
- Probationary measures
- Verbal warning or Letter of Reprimand
- Restrictions related to accessing buildings or parts of campus or certain activities
- Removal from academic classes, labs, or tutorials.
- Removal from non-academic groups
- Limited access to services or facilities
- Removal from social, athletic, or other extra-curricular activities
- Eviction from residence or university owned housing
- Change in work assignment
- Suspension from work with or without pay
- Dismissal from employment.
- Campus ban
- Suspension from the university for a specified period
- Expulsion from the university permanently

APPENDIX B
Respondent Information Form
Mount Allison University Sexualized Violence Policy

Respondent Information Form

You are receiving this form because a Sexualized Violence Policy Complaint has been filed against you. This form is completed by university community members who have a Sexual Violence Policy Complaint filed against them. You do not have to fill out this form alone. You can reach out to a person you trust, a Student Development Counsellor, or a University provided support person.

You can access the Sexualized Violence Policy [here](#). You can access the Sexualized Violence procedures [here](#).

A. Respondent Information

Respondent: A member of the University Community who the Complainant is alleging committed an act of sexualized violence.

Name:			
Email:		Telephone:	
Preferred method of communication: Is it safe to leave voicemails if you cannot be reached by phone:			
Status	Undergraduate Student		
	Graduate Student		
	Employee		
	Other		
Pronouns:			
Would you like access to any specific services ? (P.4)			
Do you require accessibility related accommodations during this process? (P.4)			

APPENDIX B
Respondent Information Form
Mount Allison University Sexualized Violence Policy

B. Rights of Respondents

Under Section 3.4 of the Mount Allison Sexual Violence Policy, all parties are entitled to be accompanied by a support person. If no support person is available, the University may provide one from a list of trained staff. Furthermore, under Section 3.6 of the Mount Allison Sexual Violence Policy, respondents have the following rights:

- a. to have their confidentiality and privacy protected;
- b. to have any limits of confidentiality explained prior to providing response to Complaint, where possible;
- c. to be treated with dignity and respect;
- d. to be informed about on- and off-campus services and resource;
- e. to be informed about the procedures in place to address Sexualized Violence;
- f. to decide whether or not to access available services;
- g. to participate fully in an investigation with the University's full cooperation;
- h. to receive a summary of the investigation results, Investigation Decision, reasons for the Investigation Decision and any applicable sanctions;
- i. to Appeal the Investigation Decision and any disciplinary or remedial measures following the investigation

Do you understand your rights as a respondent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If NO: Would you like to request that a representative from the University go over these rights with you, to clarify and answer any questions you may have?	
Do you have a support person?	
If NO: Would you like to request that a trained Mount Allison employee act as your support person?	

APPENDIX B
Respondent Information Form
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C. Complaint Type

Non-Investigative: <i>Complainant requests specific remedial or disciplinary measures without an investigation.</i>	<input type="radio"/>
Investigative: <i>Complainant requests that the university conduct an investigation, performed by an internal or external investigator.</i>	<input type="radio"/>
Date filed:	
Summary of complaint:	
This complaint is seeking the following immediate measures (P.5)	
This complaint is seeking the following accountability measures/outcomes (P.5)	

APPENDIX B
Respondent Information Form
Mount Allison University Sexualized Violence Policy

D. Respondent Response

Respondents have the right to provide a response to the complaint. This is not an appeal, nor does it change the immediate measures that have been put in place. A response is not mandatory.

E. Submission of Respondent Information Form

Typed Name of Respondent

Signature of Respondent

Typed Name of Director, Student Experience

Signature of Director, Student Experience

Date Returned to Director, Student Experience

Respondent Information Form
APPENDIX/ADDITIONAL RESOURCES (PAGES 5-6)

Services

There are many resources and services available both at university and externally. They include, but are not limited to:

- Process Support/Accompaniment
- Counselling
- Support from the Student Wellness Social Worker
- Support from the Mental Health/Harm Reduction Educator
- Medical Services
- Academic Advising

Accessibility

The University is committed to ensuring pathways of disclosure and complaints, and their attendant procedures, are accessible to all. Participants are entitled to services including but not limited to:

- Access to a translator, interpreter, or assistive technologies
- Remote intake and communication options for those who cannot physically be on campus
- Respectful incorporation of meaningful cultural items or practices.
- Access to physically accessible spaces and gender-neutral washrooms

Immediate Measures

Conditions placed on a person who is alleged to have perpetrated sexual violence to protect the safety of the complainant/others who are involved in a disclosure/complaint. A complainant may request immediate measures be imposed on a respondent or implemented for themselves. They include, but are not limited to:

- No contact/restricted contact order (reduced/restricted access to specified areas, restrictions on communication)
- Change in living arrangements
- Change in work assignment
- Change in class schedule
- Increased monitoring or supervision

**Respondent Information Form
APPENDIX/ADDITIONAL RESOURCES (PAGES 5-6)**

Accountability Measures

Measures imposed by the university because of a determination that a member of the Mount Allison community has committed a breach of Sexualized Violence Policy. The outcome of a complaint process will vary, and may include accountability measures, remedies, and sanctions. Outcomes include, but are not limited to:

- Survivor impact statement
- Letter of apology or apology process.
- Facilitated discussion
- Education sessions
- Counselling
- No contact/Limited contact order
- Change in living arrangements
- Probationary measures
- Verbal warning or Letter of Reprimand
- Restrictions related to accessing buildings or parts of campus or certain activities
- Removal from academic classes, labs, or tutorials.
- Removal from non-academic groups
- Limited access to services or facilities
- Removal from social, athletic, or other extra-curricular activities
- Eviction from residence or university owned housing
- Change in work assignment
- Suspension from work with or without pay
- Dismissal from employment.
- Campus ban
- Suspension from the university for a specified period
- Expulsion from the university permanently

APPENDIX C
Undertaking of Confidentiality
Mount Allison University Sexualized Violence Policy

You are receiving this form because you have been named as a support person by an individual who has submitted a Complaint under the Mount Allison University Sexualized Violence Policy. A copy of this Policy can be found [here](#).

You are required to complete this form prior to participating in the process.

Purpose

It is understood that the student(s) and employee(s) selected to be a support person during the Sexualized Violence procedure may become aware of sensitive information through the course of their supportive role, and that any inappropriate disclosure of said information may have a significant impact on the parties to the complainant and the timely implementation of the Mount Allison University's Sexualized Violence Policy (Policy 1006) and procedure.

Student(s) and employee(s) selected to be a support person in the implementation of the Sexualized Violence procedure are required to keep all information obtained during their involvement in this process as confidential both during and any time after their supportive role and during the implementation of the Sexualized Violence procedure, unless required by law. As per the Sexualized Violence Policy (Policy 1006), retaliation for an incident of Sexualized Violence is prohibited and can result in disciplinary action.

Acknowledgment and Agreement

I, _____, acknowledge that I have read and understand this Confidentiality Agreement. I agree to adhere to this agreement in its entirety and agree that if I have any questions about the sharing of information, I will ask the Sexualized Violence Response Consultant. I understand that if I violate the rules set forth in the Agreement, I may face appropriate corrective action.

Name: _____

Signature: _____

Date: _____

Witness: _____

APPENDIX D
Sexual Violence Complaints Process Appeal Form
Mount Allison Sexualized Violence Policy

You have the right to request to appeal. An appeal is a request to review a formal decision, it is not a new investigation. In accordance with the Sexualized Violence Policy Procedures, please submit this form to the Sexual Violence Appeals Committee via email (svappeal@mta.ca) within 15 business days of receiving the decision and/or outcome you are requesting to appeal. An additional 5 days may be granted for extenuating circumstances. The Chair of the Appeals Committee will determine there are grounds for appeal to move forward to the Committee.

The Appeals Committee is comprised of neutral parties who will review your appeal in the context of the Sexual Violence Policy and Procedures. The Appeals Committee will be guided by the same principles as the procedure: trauma-informed approach, procedural fairness, and harm reduction. While an appeal is in process, the decision and/or outcome will remain in effect. The decision of the Appeals Committee is final.

The following are grounds for appeal:

- A significant error occurred where procedures were not followed correctly.
- There is clear evidence of a significant conflict of interest on the part of a decision-maker.
- The sanction is not a logical consequence of the infraction.
- There is significant new evidence that was not available at the time of the decision, which has the potential to change the outcome of the complaint.

Name:	
Email:	Phone:
Preferred method of communication: Is it safe to leave voicemails if you cannot be reached by phone:	
Date decision and/or outcome received:	
Grounds for Appeal	<div style="border-bottom: 1px solid black; padding: 2px 5px;">A significant error occurred where procedures were not followed correctly.</div> <div style="border-bottom: 1px solid black; padding: 2px 5px;">There is clear evidence of a significant conflict of interest on the part of a decision-maker.</div> <div style="border-bottom: 1px solid black; padding: 2px 5px;">The sanction is not a logical consequence of the infraction.</div> <div style="padding: 2px 5px;">There is significant new evidence that was not available at the time of the decision, which has the potential to change the outcome of the complaint.</div>
Please provide details (you may attach additional documentation to this form):	

APPENDIX D
Sexual Violence Complaints Process Appeal Form
Mount Allison Sexualized Violence Policy

The University is committed to ensuring pathways of disclosure and complaints, and their attendant procedures, are accessible to all. Do you require **accessibility** related accommodations during this process? Including but not limited to:

- Access to a translator, interpreter, or assistive technologies
- Remote intake and communication options for those who cannot physically be on campus
- Respectful incorporation of meaningful cultural items or practices.
- Access to physically accessible spaces and gender-neutral washrooms

Submission of Appeal

By signing this appeal form the appellant is authorizing the release of information pertinent to the sexualized violence complaints process in question to the members of the Appeals Committee. All materials will be redacted to protect the parties' privacy.

Typed Name of Appellant

Signature of Appellant

Signature of the Chair of Sexual Violence Appeals Committee

Date Submitted to Sexual Violence Appeals Committee