



The following Motions and Documents were considered by the GFC Campus Law Review Committee at its Thursday, January 26, 2017 meeting:

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Agenda Title: **Sexual Violence Policy Suite**

CARRIED MOTION: THAT the GFC Campus Law Review Committee recommend to the GFC Academic Planning Committee the Sexual Violence Policy and Procedure, as proposed by the Office of the Dean of Students, and as set forth in Attachments 1-5, to take effect upon final approval.

Final Recommended Item: 4

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**OUTLINE OF ISSUE**  
**Action Item**

Agenda Title: **Sexual Violence Policy and Procedure**

**Motion:** THAT the GFC Campus Law Review Committee recommend to the GFC Academic Planning Committee the Sexual Violence Policy and Procedure, as proposed by the Office of the Dean of Students, and as set forth in Attachments 1-5, to take effect upon final approval.

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	André Costopoulos, Vice-Provost and Dean of Students Wayne Patterson, Executive Director, Human Resource Services and Acting Associate Vice-President (Human Resources)
Presenter	André Costopolous, Vice-Provost and Dean of Students and Wayne Patterson, Executive Director and Acting Associate Vice-President (Human Resources)

**Details**

Responsibility	Provost and Vice-President (Academic) Vice-President (Finance and Administration)
The Purpose of the Proposal is (please be specific)	To recommend approval of the Sexual Violence Policy and Procedure and related Information documents.
The Impact of the Proposal is	<p>The proposed Policy indicates that, “The University recognizes the harm caused by a culture in which common attitudes, norms and practices tolerate, normalize, trivialize, excuse or outright condone sexual violence.” The Sexual Violence Policy suite affirms the University’s commitment to support survivors of sexual violence in a survivor driven process. The Policy suite includes key definitions to educate all members of the university community. Fundamental principles established in the policy suite include the importance of believing survivors when they disclose an experience of sexual violence and providing support, accommodations, interim measures, and information on filing a formal complaint.</p> <p>In addition, the proposed policy indicates “The University takes seriously its responsibility to reduce sexual violence by fostering a culture of consent and support through education, training and policy.” The impact will be an increasingly educated and informed community that can better handle disclosures and complaints of sexual violence.</p> <p>The Government of Alberta has made it clear that they expect every institution to produce a stand-alone policy on sexual violence.</p>
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Upon final approval
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	The University’s central Marketing and Communications office will develop and execute a communications strategy to inform the campus and broader communities. Vice-Provost and Dean of Students André

**FINAL Item No. 4**

	<p>Costopoulos will serve as a spokesperson for the policy suite as it pertains to students and Executive Director, Human Resource Services and Acting Associate Vice-President, Wayne Patterson, will be the spokesperson as it pertains to faculty and staff.</p> <p>Four working groups have been formed to manage the implementation of the policy and procedure. Those four working groups include: Support, Assessment, Education and Outreach, and Accountability. In addition to ensuring that the policy and procedure are implemented, the working groups will enhance the University's communication of the policy suite.</p>
Supplementary Notes and context	

**Engagement and Routing** (Include meeting dates)

<p>Participation: (parties who have seen the proposal and in what capacity)</p> <p>&lt;For further information see the link posted on the <a href="#">Governance Toolkit section</a> <a href="#">Student Participation Protocol</a>&gt;</p>	<p><u><i>Those who have been informed:</i></u></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><u><i>Those who have been consulted:</i></u></p> <ul style="list-style-type: none"> <li>• President's Executive Committee on Operations, August 25, 2016</li> <li>• CLRC, September 22, 2016</li> <li>• Human Resource Services, Faculty and Staff Relations, Office of Safe Disclosure and Human Rights, Office of General Counsel</li> <li>• Consultant group drawn from: Sexual Assault Centre, Women's and Gender Studies, UAPS, Student Conduct, Office of Safe Disclosure and Human Rights, HIAR, UAI, Risk Management Services, Augustana Campus, Campus Saint-Jean, Students' Union, Graduate Students' Association, AAS:UA, NASA, Faculty and Staff Relations, Community Social Workers, Office of the Student Ombuds, ISMSS, Aboriginal Student Services Centre, Interfraternity Council, the Landing, Internal Audit Services, Counseling and Clinical Services, Student Success Centre, Athletics, students- and faculty-at-large</li> <li>• Others who have provided feedback to the consultants (e.g. staff at the Sexual Assault Centre, GSA Council, etc.)</li> <li>• June 17/16 - Government of Alberta Status of Women and Human Services</li> <li>• July 18/16 - Faculty and Staff Relations</li> <li>• August 2/16 - Dean of Students and SU/GSA Executives</li> <li>• Sept 30/16 - Legal counsel, UAPS and Appeals &amp; Compliance</li> <li>• Oct 6/16 - Office of Safe Disclosure &amp; Human Rights</li> <li>• Oct 19/16 - the Landing</li> <li>• Oct 21/16 - Residence Life</li> <li>• Oct 31/16 - Human Resource Services</li> <li>• Nov 3/16 - St. Joseph's College</li> <li>• Nov 4/16 - Augustana (phone)</li> <li>• Nov 4/16 - Campus Saint Jean</li> <li>• Nov 7/16 - Athletics</li> <li>• Nov 14/16 - Vice President (Research) and PDF office (email only)</li> <li>• Nov 14/16 - AASUA</li> <li>• Nov 14/16 - Sexual Assault Centre of Edmonton (phone)</li> </ul>
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**FINAL Item No. 4**

	<ul style="list-style-type: none"> <li>• Legal counsel: Aug 23, Oct 5, Oct 11, Oct 14, Oct 20, Nov 3, Nov 15</li> <li>• GFC Campus Law Review Committee – September 22 (draft policy), October 27, 2016 (draft policy and procedures), November 24, 2016 (draft policy, procedure, information document)</li> <li>• GFC Academic Planning Committee – November 16, 2016</li> <li>• GFC Executive Committee – December 5, 2016</li> </ul> <p><b><u>Those who are actively participating:</u></b></p> <ul style="list-style-type: none"> <li>• Policy development group: Deborah Eerkes (Student Conduct and Accountability), Sasha van der Klein (GSA), Francesca Ghossein (SU), Mike Bartkus (UAPS), Jaxine Oltean (Office of General Counsel), Dan Charlton (Human Resource Services), Helen Valianatos and Sarah Wolgemuth (Office of the Dean of Students)</li> </ul>
Approval Route (Governance) (including meeting dates)	<p>GFC Campus Law Review Committee – January 26, 2017  GFC Academic Planning Committee – February 15, 2017  GFC Executive Committee – March 6, 2017  General Faculties Council – March 20, 2017  Board Safety, Health, and Environment Committee – May 24, 2017  Board Human Resources and Compensation Committee – May 30, 2017  Board of Governors – June 23, 2017</p>
Final Approver	Board of Governors

**Alignment/Compliance**

Alignment with Guiding Documents	<p><b><i>For the Public Good</i></b></p> <p><b>GOAL: SUSTAIN</b> our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</p> <p>OBJECTIVE 19: Prioritize and sustain student, faculty, and staff health, wellness, and safety by delivering proactive, relevant, responsive, and accessible services and initiatives.</p> <p>Strategy iii: Endorse a strong culture of safety awareness, knowledge, planning, and practice to ensure the safety of students, employees, and visitors to our campuses</p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<ol style="list-style-type: none"> <li>1. <b><i>Post-Secondary Learning Act (PSLA)</i></b>: Alberta’s Post-Secondary Learning Act (PSLA) gives the Board of Governors the authority to “develop, manage and operate, alone or in co-operation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta” (Section 60(1)). Further, the Board of Governors “must consider the recommendations of the general faculties council, if any, on matters of academic import prior to providing for [...] any other activities the board considers necessary or advantageous.” (Section 19(c))</li> <li>2. <b><i>Post-Secondary Learning Act (PSLA)</i></b>: The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors,</li> </ol>

over academic affairs (Section 26(1)).

**3. Campus Law Review Committee (CLRC) Terms of Reference**

**“E. Other GFC Regulations**

1. From time to time the Chair of GFC CLRC will bring forward to GFC CLRC items where the Office of the Provost and Vice-President (Academic), in consultation with other units or officers of the University, is seeking the advice of the committee. These matters may include, but are not limited to, rules and regulations, other than discipline codes.”

**4. GFC Academic Planning Committee Terms of Reference (Mandate):**

“The Academic Planning Committee (APC) is GFC's senior committee dealing with academic, financial and planning issues. [...] [T]he President, Provost and Vice-President (Academic) or other Vice-Presidents may refer any matter to APC for consideration or recommendation to GFC. APC is also responsible to GFC for promoting an optimal learning environment for students and excellence in teaching, research, and graduate studies.”

“APC is responsible for making recommendations to GFC and/or to the Board of Governors concerning policy matters and action matters with respect to the following: [...]”

**15. Other**

a. To recommend to the Board of Governors and/or GFC on any other matter deemed by APC to be within the purview of its general responsibility.

**4. GFC Executive Committee Terms of Reference (3. Mandate)**

“GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]”

When recommendations are forwarded to General Faculties Council from APC, the role of the Executive shall be to decide the order in which items should be considered by GFC. The Executive Committee is responsible for providing general advice to the Chair about proposals being forwarded from APC to GFC.”

**5. General Faculties Council Terms of Reference (Mandate)**

“The issues which remain with GFC or which would be referred by a Standing Committee to GFC would generally be in the nature of the following: • high level strategic and stewardship policy issues or matters of significant risk to the University”

**6. Board Safety, Health and Environment Committee (BSHEC) Terms of Reference:**

**“3. Mandate of the Committee**

Without limiting the generality of the foregoing the Committee shall:

a) provide oversight regarding the environmental health, safety and security of the University community:

(i) approve University policies and procedures relating to environmental health, safety, and security issues and compliance therewith;

	<p>b) provide oversight regarding student health and wellness initiatives and strategies on campus: (i) review and approve University policies and procedures relating to student health and wellness issues;</p> <p><b>7. Board Human Resources and Compensation Committee (BHRCC) Terms of Reference:</b> "3. MANDATE OF THE COMMITTEE Except as provided in paragraph 4 and in the Board's General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to, and the Board delegates to the Committee responsibility and authority for, all policies and procedures affecting staff working conditions at the University and matters for collective bargaining and related service contracts. The Committee shall also consider any other matter delegated to the Committee by the Board. Staff Working Conditions c) review and approve material changes to personnel policies of the University that are outside the regular collective bargaining process and consider trends affecting such policies; Reports, Advice, Trends s) review and provide recommendations to the Board Audit Committee on the University's enterprise wide risks and risk measures related to the Committee mandate The Committee shall review, evaluate and provide information and recommendations to the Board where the Board is making decisions in areas generally related to areas of responsibility of the Committee."</p>
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Attachments:

1. Revised draft of Sexual Violence Policy (pages 1 – 7)
2. Revised draft of Sexual Violence Procedure (pages 1-6)
3. Options, Resources and Services for Those who have Experienced Sexual Violence Information Document (pages 1-15)
4. Sexual Violence Interim Measures Information Document (pages 1-3)
5. Sexual Violence Education and Training Information Document (pages 1-5)

*Prepared by:* Deborah Eerkes, Director, Student Conduct and Accountability [deerkes@ualberta.ca](mailto:deerkes@ualberta.ca) with the assistance of University Governance; Sarah Wolgemuth, Assistant Dean, Student Life, [sarah.wolgemuth@ualberta.ca](mailto:sarah.wolgemuth@ualberta.ca); André Costopoulos, Vice-Provost and Dean of Students

Original Approval Date: (Effective Date: )Most Recent Approval Date:

(Add "Effective Date" only if different than "Approval Date")

Most Recent Editorial Date:

## Sexual Violence Policy

<b>Office of Accountability:</b>	Provost and Vice-President (Academic) Vice-President (Finance and Administration)
<b>Office of Administrative Responsibility:</b>	Vice-Provost and Dean of Students Vice-Provost and Associate Vice-President (Human Resources)
<b>Approver:</b>	Board of Governors
<b>Scope:</b>	Compliance with this University policy extends to all members of the <b>University community</b> .

### 1. Overview

- a. **Sexual violence** is a complex and serious problem in society and on university campuses. Sexual violence can affect individuals of all gender identities, gender expressions, and sexual orientations, as well as those from all ages, abilities, racial, cultural and economic backgrounds.
- b. The University recognizes the harm caused by a culture in which common attitudes, norms and practices tolerate, normalize, trivialize, excuse or outright condone sexual violence. Sometimes called rape culture, it is perpetuated through images, television, music, jokes, advertising, jargon, words and figures of speech that normalize sexual coercion and shift blame onto those who have experienced sexual violence. As an institution that exists in the context of that culture, the University takes seriously its responsibility to reduce sexual violence by fostering a culture of **consent** and support through education, training and policy.
- c. This policy is guided by the following principles:
  - i. the need for safety in the work, study and student residence environment, providing a community in which sexual violence is not tolerated,
  - ii. the inherent dignity of all members of the University community,
  - iii. the importance of fostering a culture of consent and support through education, training and policy initiatives,
  - iv. the need to identify and dismantle barriers to making a **disclosure** and/or **complaint**,
  - v. access to support for anyone in the University community who discloses that they have experienced or been affected by sexual violence, and
  - vi. procedural fairness and support for the parties to formal complaint processes related to sexual violence.

### 2. Purpose

The purpose of this policy is to state the University's commitment to addressing sexual violence through education and awareness, providing access to comprehensive support for those who have experienced or been affected by sexual violence and implementing transparent and fair processes to resolve and adjudicate complaints of sexual violence.

**3. POLICY**

- a. It is the policy of the University of Alberta that sexual violence committed by any member of the University community is prohibited and constitutes misconduct. Prohibited conduct includes: sexual violence, **sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, and distribution of intimate images.**
- b. Any member of the University community who discloses having experienced sexual violence will have access to support, whether or not the sexual violence took place on University property or in relation to University activities. Where the University has jurisdiction, complaints will be addressed under the applicable policies or procedures, including, for example, the *Code of Student Behaviour*, the *Postdoctoral Fellow Policy*, NASA, AASUA or GSA collective agreements, or other applicable employment contracts and agreements.

**4. COMMITMENT TO THOSE WHO HAVE EXPERIENCED SEXUAL VIOLENCE**

- a. Sexual violence can have serious and enduring negative effects on physical, mental, emotional and spiritual health and wellness. The University recognizes the possible effects of trauma on those who have experienced sexual violence and supports the efforts of individuals to seek support and recover. Regardless of where or when it took place, any person who discloses and/or makes a complaint of sexual violence can expect to be:
  - i. treated with respect, dignity and compassion,
  - ii. informed about on- and off-campus resources and supports,
  - iii. provided with access to support which is non-judgmental, coordinated and comprehensive
  - iv. offered options for academic, recreational, University residence and/or workplace **modifications** to prevent further unwanted contact with the subject of the disclosure and ameliorate, to the extent possible, the negative impacts of the sexual violence on the person's working, study or student residence environment,
  - v. provided with information about available complaint processes should they wish to pursue a complaint within the University and/or to an external law enforcement agency, and
  - vi. offered safety planning assistance.
- b. Subject to the limitations set out in section 6 of this policy, those who experience sexual violence will be considered the primary decision-maker in matters pertaining to themselves. As such, they can determine whether, to whom and what to disclose, and whether to make a complaint within the University and/or an external law enforcement agency.

**5. RESPONSIBILITIES**

- a. The University recognizes its institutional responsibility to:
  - i. provide an effective policy and procedures to address and prevent sexual violence,
  - ii. raise awareness about the policy and procedures and relevant support services on campus through institution-wide education,
  - iii. raise awareness of consent, sexual violence, prevention, and appropriate responses to disclosures of sexual violence through institution-wide education,
  - iv. balance the duty to ensure procedural fairness for any person accused of sexual violence with support and fairness for the complainant within the University's complaint processes,
  - v. maintaining safe and neutral mechanisms for individuals to disclose or make a complaint of sexual violence,
  - vi. ensuring the safety of the working, learning and student residence environment by various means, including the imposition of **interim measures**, where appropriate,
  - vii. provide coordinated and comprehensive supports for those who disclose sexual violence, and
  - viii. ensure that all individuals investigating or adjudicating complaints of sexual violence in any University complaints process have appropriate training.
- b. All senior leaders, including the President, Vice-Presidents, Deans, Directors and Chairs and other officers of the University exercise administrative responsibility to implement this policy and the related procedures within their respective areas of responsibility, including by creating, supporting and



maintaining a work, study and student residence environment that promotes a culture of consent, free from sexual violence.

- c. All members of the University community are responsible for promoting respect and dignity for each other by encouraging a culture of consent; and for contributing to work, study and student residence environments in which individuals can disclose experiences of sexual violence without fear of disbelief, disrespect or reprisal.

## 6. PRIVACY AND CONFIDENTIALITY

- a. Privacy and confidentiality are essential for creating an environment where those who have experienced sexual violence feel safe in disclosing their experience and seeking support. However, it is important to note that there may be limits to the University's ability to maintain privacy and confidentiality in some cases, including where:
  - i. there is a likely risk of harm to self or others, or
  - ii. reporting or action is required or authorized by law or University policy.
- b. Whether or not the University can maintain the privacy and confidentiality of a disclosure will be determined on a case by case basis, in consultation with relevant University officials.
- c. In relation to complaints, all University complaint processes are confidential. In any complaint process, sufficient information, including the identity of the complainant, must and will be disclosed to the accused in order to meet the requirements of procedural fairness.
- d. Whether in the context of a disclosure or a complaint, all parties will be informed of the limits of privacy and confidentiality. In cases where confidentiality cannot be maintained, those affected will be informed and supported throughout the process. In such cases, only necessary information will be disclosed, and only to those with a need to know.

## 7. STATEMENT AGAINST RETALIATION

**Retaliation** against any person involved in a disclosure or complaint of sexual violence is prohibited. Where it has jurisdiction, the University will investigate all reports of retaliation in accordance with the appropriate complaints processes.

## 8. BAD FAITH COMPLAINTS

The University recognizes the serious nature of complaints made under this policy, and may take disciplinary action where allegations of sexual violence are shown to be malicious, fraudulent, and/or vexatious. A complaint made in good faith is not a violation of this policy even if it is not proven in a complaint process.

## 9. REVIEW

This policy will be reviewed from time to time, as necessary.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<b>University community</b>	Includes all academic staff and colleagues, administrators and support staff as outlined and defined in <i>Recruitment Policy</i> (Appendix A and Appendix B) as well as third party contractors, visiting speakers, volunteers, professors emeriti, undergraduate
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	students, graduate students, postdoctoral fellows and visitors to campus.
<b>Sexual violence</b>	<p>Any sexual act or act of a sexual nature, or act targeting sexuality, whether physical or psychological, committed without consent. This includes, but is not limited to the following:</p> <ol style="list-style-type: none"> <li>a. Sexual Assault - Any form of sexual contact without consent. This can include unwanted or forced kissing, fondling, vaginal or anal penetration or touching, or oral sexual contact.</li> <li>b. Sexual Harassment - as defined in the UAPPOL <i>Discrimination, Harassment and Duty to Accommodate Policy</i>.</li> <li>c. Stalking - Repeated unwanted contact or communication directed at another person that causes reasonable fear or concern for that person's safety or the safety of others known to them. The harm may be physical, emotional, or psychological, or related to the personal safety, property, education, or employment of an individual.  Stalking can occur physically (such as watching and monitoring, pursuing or following, making threatening or obscene gestures, sending unsolicited gifts), electronically (for example, continuously commenting or contacting via social media, surveillance, letters, text messages, emails or phone calls), and/or through a third party.</li> <li>d. Indecent Exposure - Exposing one's genitals, buttocks and/or breasts or inducing another to expose their own genitals, buttocks and/or breasts in non-consensual circumstances, in person or electronically.</li> <li>e. Voyeurism - Surreptitiously observing and/or recording another individual's full or partial nudity or sexual activity without the knowledge and consent of all parties involved.</li> <li>f. Distribution of Intimate Images - Includes showing, sharing, distributing or streaming of images, video or audio recording of a sexual activity or full or partial nudity of oneself or other members of the University community, without the consent of all the recipient(s) and/or other member(s) of the University community who is/are the subject of the image or recording, or the threat to do the same.</li> <li>g. Inducing intoxication, impairment or incapacity for the purpose of making another person vulnerable to non-consensual sexual activity.</li> <li>h. Other analogous conduct.</li> </ol>
<b>Consent</b>	<p>Consent is a voluntary, ongoing, active and conscious agreement to engage in the sexual activity in question. Consent or a "yes" that is obtained through pressure, coercion, force, threats or by inducing intoxication, impairment or incapacity is not voluntary consent. Silence</p>

	<p>or ambiguity do not constitute consent.</p> <p>Additionally, there is no consent when:</p> <ul style="list-style-type: none"> <li>• it is given by someone else.</li> <li>• the person is unconscious, sleeping, highly intoxicated or high, or otherwise lacks the capacity to consent.</li> <li>• it was obtained through the abuse of a position of power, trust or authority.</li> <li>• the person does not signify “yes”, says “no” or implies “no” through words or behaviours.</li> <li>• the person changes their mind and withdraws their consent.</li> </ul> <p>Consent cannot be implied (for example, by a current or past relationship, by consent to another activity, or by failure to say “no” or resist). In addition, consent cannot be given in advance of sexual activity that is expected to occur at a later time. It is the responsibility of the person wanting to engage in sexual activity to obtain clear consent from the other and to recognize that consent can be withdrawn at any time.</p>
<b>Disclose/Disclosure</b>	<p>A verbal or written report or account by any person to a member of the University community that they have experienced sexual violence.</p>
<b>Complaint</b>	<p>Usually a written report or statement alleging sexual violence misconduct made to a University official under a University process for the purpose of initiating an investigation and resolution process.</p>
<b>Modifications</b>	<p>Adjustments the University may be able to make at the request of a person who has made a disclosure or complaint of sexual violence. The modifications may relate to their academic program, employment, University residence or recreational or other programs.</p>
<b>Interim measures</b>	<p>Non-disciplinary conditions that the University may impose on a person alleged to have committed sexual violence. Such conditions may be imposed in response to a disclosure or complaint. The purposes of interim measures are to ensure the safety of the person who disclosed or of the University’s learning, working and University residence environment, to discourage or prevent retaliation, prevent further sexual violence and/or preserve the University’s ability to conduct a thorough investigation. They are not considered sanctions under any University complaint process and in any complaint process, are without prejudice to the person against whom a complaint is made.</p>
<b>Retaliation</b>	<p>Taking, attempting to take or threatening to take any adverse action or retribution of any kind against anyone involved in a sexual violence process including the person who made a disclosure or complaint, and anyone involved in an investigation or resolution of an allegation of sexual violence, or friends or family members of the same.</p> <p>Retaliation can take many forms, including threats, intimidation, pressuring, harassment, continued abuse, violence or other forms or threats of harm to others, and in varying modes, including in person and in electronic communication or through third parties. Retaliation can also include adverse employment or educational actions made or taken against an individual because of participation in the reporting, investigating and/or resolution of an alleged violation of this policy, or any conduct that would discourage a person from engaging in the</p>

same.
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## **RELATED LINKS**

Should a link fail, please contact <a href="mailto:uappol@ualberta.ca">uappol@ualberta.ca</a> . [ <a href="#">▲Top</a> ]
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### Supports and Resources

[Association of Academic Staff, University of Alberta \(AASUA\)](#) (University of Alberta)  
[Community Social Work Team](#) (University of Alberta)  
[Counselling and Clinical Services](#) (University of Alberta)  
[Employee Family Assistance Program](#) (University of Alberta)  
[Faculty of Graduate Studies and Research](#) (University of Alberta)  
[Graduate Students' Association](#) (University of Alberta)  
[Human Resource Services](#) (University of Alberta)  
[Interfaith Chaplains' Association](#) (University of Alberta)  
[the Landing](#) (University of Alberta)  
[Non Academic Staff Association \(NASA\)](#) (University of Alberta)  
[Office of the Dean of Students](#) (University of Alberta)  
[Office of Safe Disclosure and Human Rights](#) (University of Alberta)  
[Office of the Student Ombuds](#) (University of Alberta)  
[Peer Support Centre](#) (Students' Union)  
[Postdoctoral Fellows Association](#) (University of Alberta)  
[Protocol for Urgent Cases of Violent, Threatening or Disruptive Behaviour](#) (University of Alberta)  
[Sexual Assault Centre](#) (University)  
[Sexual Assault Centre](#) of Edmonton: <https://www.sace.ab.ca/>  
[Students' Union](#) (University of Alberta)  
[University of Alberta Protective Services](#) (University of Alberta)

### Information

*Options, Resources and Services for those who have Experienced Sexual Violence Information Document* (UAPPOL)  
*Sexual Violence Interim Measures Information Document* (UAPPOL)  
*Sexual Violence Education and Training Information Document* (UAPPOL)  
[Options for Survivors of Sexual Assault](#) (Sexual Assault Centre, University of Alberta)  
[Responding to a Disclosure of Sexual Assault](#) (University of Alberta)  
[Review of the University of Alberta's Response to Sexual Assault](#)

### Complaint mechanisms

[Faculty Agreement](#) (University of Alberta)  
[Librarian Agreement](#) (University of Alberta)  
[Administrative and Professional Officer Agreement](#) (University of Alberta)  
[Code of Student Behaviour](#) (University of Alberta)  
[Community Standards Policy for University Residences](#) (University of Alberta)  
[Contract Academic Staff: Teaching Agreement](#) (University of Alberta)  
[Faculty Service Officer Agreement](#) (University of Alberta)  
[Graduate Student Assistantship Collective Agreement](#) (University of Alberta)  
[NASA Collective Agreement](#) (University of Alberta)  
[Postdoctoral Fellows Policy](#) (University of Alberta)  
[Sessional and Other Temporary Staff \(SOTS\) Agreement](#) (University of Alberta)  
[Trust/Research Academic Staff \(TRAS\) Agreement](#) (University of Alberta)

### Related policies

[Access to Information and Protection of Privacy Policy](#) (University of Alberta)  
[Discrimination, Harassment and Duty to Accommodate Policy](#) (University of Alberta)  
[Ethical Conduct and Safe Disclosure Policy](#) (University of Alberta)  
[Helping Individuals At Risk Policy](#) (University of Alberta)  
[Protocol for Urgent Cases of Violent, Threatening or Disruptive Behaviour](#) (University of Alberta)



**U of A Policies and Procedures On-Line (UAPPOL)**

[Conflict Policy – Conflict of Interest and Commitment and Institutional Conflict](#) (University of Alberta)

Original Approval Date: (Effective Date: )Most Recent Approval Date:

(Add “Effective Date” only if different than “Approval Date”)

Most Recent Editorial Date:

Parent Policy: Sexual Violence Policy

## Sexual Violence Disclosures and Complaints Procedure

<b>Office of Administrative Responsibility:</b>	Vice Provost and Dean of Students Vice Provost and Associate Vice-President (Human Resources)
<b>Approver:</b>	Provost and Vice-President (Academic) & Vice-President (Finance and Administration)
<b>Scope:</b>	Compliance with this University procedure extends to all members of the <b>University community</b> .

### 1. OVERVIEW

- a. The University recognizes the difference between a **disclosure** and a **complaint**, and is committed to responding to and reducing **sexual violence** and attending to its effects by providing
  - supports and resources to persons who have experienced sexual violence and to any other member of the University community who has been affected by sexual violence,
  - **interim measures** to ensure the safety of the University’s learning, working and residence environment,
  - processes to fairly adjudicate formal complaints of sexual violence, and
  - education and training to the University community about sexual violence and, in particular, to those investigating and adjudicating complaints of sexual violence.
- b. The University will consult with University of Alberta Protective Services (UAPS), [Human Resource Services](#), legal, medical, and/or psychological experts and others as appropriate in determining how to act on disclosures or complaints of sexual violence.

### 2. PURPOSE

The purpose of this procedure is to

- provide guidance to members of the University community on receiving and responding to disclosures of sexual violence,
- outline supports, **modifications** and protections the University may be able to offer to persons who have experienced sexual violence,
- provide authority for the imposition of interim measures to ensure the safety of the working, learning and University residence environment,
- describe the procedures through which complaints of sexual violence will be addressed and, where warranted, discipline imposed, and
- address education and training in, and awareness of, sexual violence for the University community generally and, in particular, for those investigating and adjudicating complaints of sexual violence.

### PROCEDURE

The University’s response to a disclosure will, to the extent possible, be guided by the wishes of the person who experienced the sexual violence. In this regard, in response to a disclosure, the person who experienced sexual

violence can ask the University to provide supports and resources, facilitate academic, residential, recreation and/or work modifications, consider the imposition of interim measures, and initiate an investigation of a complaint in accordance with the procedures in applicable agreements or policies.

### 3. INTERIM MEASURES

- a. Interim measures are non-disciplinary conditions that may be imposed on a person alleged to have committed sexual violence. The University may impose interim measures in response to either a disclosure or a complaint where the allegations would
  - i. if proven, constitute sexual violence, and
  - ii. with regard to all of the circumstances, be a risk to an individual, the community or the integrity of any potential investigation.
- b. The purpose of such interim measures is to ensure personal safety, discourage or prevent **retaliation**, prevent further sexual violence, protect confidentiality, minimize disruption to the learning, working or University Residence environment and/or preserve the University's ability to conduct a thorough investigation.
- c. Having regard to all of the circumstances, where interim measures are imposed, they must be, appropriate and proportionate to the seriousness of the alleged conduct, and as minimally restrictive as possible to achieve their purposes. As a result, interim measures will be based on considerations including, but not limited to:
  - i. the reasonable wishes of the person who experienced the sexual violence,
  - ii. the nature and/or severity of the alleged conduct,
  - iii. reasonably credible information about patterns of conduct or previous history of sexual violence or other misconduct,
  - iv. the potential impact of the measures on the person(s), including on their academic program and/or employment,
  - v. the potential impact of the measures on the learning, working or University Residence environment,
  - vi. in the case of employees, in accordance with their relevant collective agreement, and
  - vii. any other relevant information.

Examples of interim measures can be found in the University's [Sexual Violence Interim Measures Information Document](#).

- d. The decision to impose interim measures will be made by:
  - i. in the case of students, the Vice-Provost and Dean of Students, or designate.
  - ii. in the case of faculty and staff, the Provost and Vice-President (Academic) and/or the Associate Vice-President (Human Resources), or designate.
  - iii. in the case of postdoctoral fellows, the Vice-President (Research) , or designate.

Decision makers may consult as needed in determining whether to impose interim measures and the nature of those measures.

- e. In all cases, decisions on interim measures must be provided in writing and include:
  - i. particulars of the measure(s),
  - ii. information about the right to request a reconsideration,
  - iii. information about relevant complaint processes, if applicable, and
  - iv. referrals to supports and/or services.
- f. The person(s) on whom interim measures are imposed may request a reconsideration from the decision maker after sixty (60) days or such earlier time as agreed to by the decision maker. Further, at any time, ~~on the basis of new information~~, the decision maker may on his or her own initiative reconsider the interim measures imposed and renew, revise, or revoke any or all of the measures, or impose additional interim measures.

- g. Interim measures will be re-evaluated when a complaint process is concluded.

#### 4. PROCEDURES TO ADDRESS COMPLAINTS

- a. Complaints of sexual violence will be resolved according to the procedures set out in the University's agreements with the Association of Academic Staff: University of Alberta (AASUA), the Non-Academic Staff Association (NASA), the *Graduate Student Assistantship Collective Agreement*, the *Postdoctoral Fellows Discipline Procedure*, the *Code of Student Behaviour*, the *Residence Agreement*, *Practicum Intervention Policy*, and any other applicable contracts, agreements or policies.
- b. In all cases, use of the procedures at the University does not preclude a report to the appropriate law enforcement agency, professional governing body, or pursuing any other civil or other remedy available at law.

##### Students

- c. Complaints of sexual violence against students will be addressed using procedures outlined in one or more of the following documents. When the person accused in the complaint is:
- a student, the *Code of Student Behaviour*,
  - a student living in a University Residence, the *Breach of Residence Agreement* process,
  - a student in a practicum placement, the *Practicum Intervention Policy*;
  - a graduate student while appointed in a role as a graduate teaching assistant, graduate research assistant or short-term academically-related employment at the time of the offence, the *Graduate Student Assistantship Collective Agreement*.

As noted, students may be subject to more than one procedure and may, therefore, be subject to several procedures concurrently.

##### Employees, postdoctoral fellows and volunteers

- d. Complaints of sexual violence against employees, postdoctoral fellows and volunteers will be resolved through the following procedures. When the person accused in the complaint is:
- ~~i.~~ a member of the Non Academic Staff Association (NASA), the processes outlined in the collective agreement between the University and NASA;
  - ~~ii.~~ or the Association of Academic Staff: University of Alberta (AASUA), the processes outlined in the applicable collective agreement between the University and AASUA;
  - ~~iii.~~ a postdoctoral fellow, the *Postdoctoral Fellows Discipline Procedure*;
  - ~~iv.~~ an employee under an employment contract or agreement, but not subject to the above collective agreements or Procedure, where no policy or procedure exists and where no procedures are specified in the terms and conditions of their employment, the procedure will be determined on a case-by-case basis, ensuring that the accused person has the right to:
    - an impartial decision-maker,
    - know the case to be met,
    - an opportunity to respond to the allegations in the complaint,
    - be accompanied by an advisor, and
    - a timely resolution.

##### Others

- e. When the person accused in a complaint or disclosure is ~~not a member of the University Community~~ any other person, the University may address the matter through means including, but not limited to, the *Trespass to Premises Act* of Alberta or the *Petty Trespass Act* of Alberta, reports to the appropriate law enforcement agency or professional governing body.

#### 5. COMPLAINANT RIGHTS IN COMPLAINTS PROCESS



- a. The applicable procedures for investigating and adjudicating complaints of sexual violence are required to adhere to the principles of procedural fairness. Adherence to such principles is necessary to ensure that persons accused of sexual violence are protected by receiving a fair adjudication. At the same time, the procedures for investigating and adjudicating complaints of sexual violence must also be conducted with due regard to their effects on the complainant. Having such regard is necessary in recognition that investigatory and adjudicative processes can themselves cause additional trauma to a complainant. In balancing these obligations, investigators and adjudicators will be mindful to conduct their functions in a way that reduces, to the extent possible, the risk of additional harm to the complainant, while ensuring procedural fairness for the person accused in the complaint.
- b. Without limiting the foregoing, ~~where not already provided for in any complaints process related to sexual violence at the University~~ but subject to the provisions of any applicable collective agreement, the complainant will have the right to:
  - i. be accompanied by a support person throughout their participation in any investigatory or disciplinary proceedings,
  - ii. be informed of, make and respond to procedural requests,
  - iii. make oral or written representations on their own behalf, through their support person or other appropriate party, regarding impact and sanction,
  - iv. receive a copy of the written reasons for the decision.

## 6. PREVENTION, EDUCATION AND TRAINING

- a. Further information about:
  - receiving and managing a disclosure of sexual violence, can be found in the University's *Responding to a Disclosure of Sexual Assault*, available at <https://www.ualberta.ca/current-students/sexual-assault-centre/responding>
  - support services and resources for persons affected by sexual violence can be found in the University's *Options, Services and Resources for Those who have Experienced Sexual Violence Information Document*.
  - the steps or measures the University can take, including modifications to academic program(s), University residence, recreational or other programs, or work environment, in response to a disclosure of sexual violence can be found in the University's *Options, Services and Resources for Those who have Experienced Sexual Violence Information Document*.
- b. The University will provide education to the entire University community on sexual violence including, but not limited to, policy awareness, **consent** and responding to disclosures.
  - i. Additional workshops will be offered for those more likely to receive disclosures.
  - ii. Training in bystander intervention, provided on a voluntary basis to students and staff.
- c. All persons (i) investigating complaints of sexual violence, and (ii) adjudicating complaints of sexual violence in the complaint resolution procedures outlined above must have appropriate training.
- d. Information on appropriate training can be found in the University's *Sexual Violence Education and Training Information Document*.

## **DEFINITIONS**

Definitions should be listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">▲Top</a>
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<b>University community</b>	<p>Includes all academic staff and colleagues, administrators and support staff as outlined and defined in <i>Recruitment Policy</i> (Appendix A and Appendix B) as well as third party contractors, visiting speakers, volunteers, professors emeriti, undergraduate students, graduate students, postdoctoral fellows and visitors to campus.</p>
<b>Disclose/Disclosure</b>	<p>A verbal or written report or account by any person to a member of the University community that they have experienced sexual violence.</p>
<b>Complaint</b>	<p>Usually a written report or statement alleging sexual violence misconduct made to a University official under a University process for the purpose of initiating an investigation and resolution process.</p>
<b>Sexual violence</b>	<p>Any sexual act or act of a sexual nature, or act targeting sexuality, whether physical or psychological, committed without consent. This includes, but is not limited to the following:</p> <ol style="list-style-type: none"> <li>a. Sexual Assault - Any form of sexual contact without consent. This can include unwanted or forced kissing, fondling, vaginal or anal penetration or touching, or oral sexual contact.</li> <li>b. Sexual Harassment - as defined in the UAPPOL <i>Discrimination, Harassment and Duty to Accommodate Policy</i>.</li> <li>c. Stalking - Repeated unwanted contact or communication directed at another person that causes reasonable fear or concern for that person's safety or the safety of others known to them. The harm may be physical, emotional, or psychological, or related to the personal safety, property, education, or employment of an individual.  Stalking can occur physically (such as watching and monitoring, pursuing or following, making threatening or obscene gestures, sending unsolicited gifts), electronically (for example, continuously commenting or contacting via social media, surveillance, letters, text messages, emails or phone calls), and/or through a third party.</li> <li>d. Indecent Exposure - Exposing one's genitals, buttocks and/or breasts or inducing another to expose their own genitals, buttocks and/or breasts in non-consensual circumstances, in person or electronically.</li> <li>e. Voyeurism - Surreptitiously observing and/or recording another individual's full or partial nudity or sexual activity without the knowledge and consent of all parties involved.</li> <li>f. Distribution of Intimate Images - Includes showing, sharing, distributing or streaming of images, video or audio recording of a sexual activity or full or partial nudity of oneself or other members of the University community, without the consent of all the recipient(s) and/or other member(s) of the University community who is/are the subject of the image or recording, or the threat to do the same.</li> </ol>

	<p>g. Inducing intoxication, impairment or incapacity for the purpose of making another person vulnerable to non-consensual sexual activity.</p> <p>h. Other analogous conduct.</p>
<b>Interim measures</b>	<p>Non-disciplinary conditions that the University may impose on a person alleged to have committed sexual violence. Such conditions may be imposed in response to a disclosure or complaint. The purposes of interim measures are to ensure the safety of the person who disclosed or of the University's learning, working and University residence environment, to discourage or prevent retaliation, prevent further sexual violence and/or preserve the University's ability to conduct a thorough investigation. They are not considered sanctions under any University complaint process <u>and in any complaint process, are without prejudice to the person against whom a complaint is made.</u></p>
<b>Modifications</b>	<p>Adjustments the University may be able to make at the request of a person who has made a disclosure or complaint of sexual violence. The modifications may relate to their academic program, employment, University residence or recreational or other programs.</p>
<b>Retaliation</b>	<p>Taking, attempting to take or threatening to take any adverse action or retribution of any kind against anyone involved in a sexual violence process including the person who made a disclosure or complaint, and anyone involved in an investigation or resolution of an allegation of sexual violence, or friends or family members of the same.</p> <p>Retaliation can take many forms, including threats, intimidation, pressuring, harassment, continued abuse, violence or other forms or threats of harm to others, and in varying modes, including in person and in electronic communication or through third parties. Retaliation can also include adverse employment or educational actions made or taken against an individual because of participation in the reporting, investigating and/or resolution of an alleged violation of this policy, or any conduct that would discourage a person from engaging in the same.</p>
<b>Consent</b>	<p>Consent is a voluntary, ongoing, active and conscious agreement to engage in the sexual activity in question. Consent or a "yes" that is obtained through pressure, coercion, force, threats or by inducing intoxication, impairment or incapacity is not voluntary consent. Silence or ambiguity do not constitute consent.</p> <p>Additionally, there is no consent when:</p> <ul style="list-style-type: none"> <li>• it is given by someone else.</li> <li>• the person is unconscious, sleeping, highly intoxicated or high, or otherwise lacks the capacity to consent.</li> <li>• it was obtained through the abuse of a position of power, trust or authority.</li> <li>• the person does not signify "yes", says "no" or implies "no" through words or behaviours.</li> <li>• the person changes their mind and withdraws their consent.</li> </ul> <p>Consent cannot be implied (for example, by a current or past relationship, by consent to another activity, or by failure to say "no" or resist). In addition, consent cannot be given in advance of sexual</p>

activity that is expected to occur at a later time. It is the responsibility of the person wanting to engage in sexual activity to obtain clear consent from the other and to recognize that consent can be withdrawn at any time.

## **FORMS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

No Forms for this Procedure.

## RELATED LINKS

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

### Supports and Resources

[Association of Academic Staff, University of Alberta \(AASUA\)](#) (University of Alberta)  
[Community Social Work Team](#) (University of Alberta)  
[Counselling and Clinical Services](#) (University of Alberta)  
[Employee Family Assistance Program](#) (University of Alberta)  
[Faculty of Graduate Studies and Research](#) (University of Alberta)  
[Graduate Students' Association](#) (University of Alberta)  
[Human Resource Services](#) (University of Alberta)  
[Interfaith Chaplains' Association](#) (University of Alberta)  
[the Landing](#) (University of Alberta)  
[Non Academic Staff Association \(NASA\)](#) (University of Alberta)  
[Office of the Dean of Students](#) (University of Alberta)  
[Office of Safe Disclosure and Human Rights](#) (University of Alberta)  
[Office of the Student Ombuds](#) (University of Alberta)  
[Peer Support Centre](#) (Students' Union)  
[Postdoctoral Fellows Association](#) (University of Alberta)  
[Protocol for Urgent Cases of Violent, Threatening or Disruptive Behaviour](#) (University of Alberta)  
[Sexual Assault Centre](#) (University)  
[Sexual Assault Centre](#) of Edmonton: <https://www.sace.ab.ca/>  
[Students' Union](#) (University of Alberta)  
[University of Alberta Protective Services](#) (University of Alberta)

### Information

*Options, Resources and Services for those who have Experienced Sexual Violence Information Document* (UAPPOL)  
*Sexual Violence Interim Measures Information Document* (UAPPOL)  
*Sexual Violence Education and Training Information Document* (UAPPOL)  
[Options for Survivors of Sexual Assault](#) (Sexual Assault Centre, University of Alberta)  
[Responding to a Disclosure of Sexual Assault](#) (University of Alberta)  
[Review of the University of Alberta's Response to Sexual Assault](#)

### Complaint mechanisms

[Faculty Agreement](#) (University of Alberta)  
[Librarian Agreement](#) (University of Alberta)  
[Administrative and Professional Officer Agreement](#) (University of Alberta)  
[Code of Student Behaviour](#) (University of Alberta)  
[Community Standards Policy for University Residences](#) (University of Alberta)  
[Contract Academic Staff: Teaching Agreement](#) (University of Alberta)  
[Faculty Service Officer Agreement](#) (University of Alberta)  
[Graduate Student Assistantship Collective Agreement](#) (University of Alberta)  
[NASA Collective Agreement](#) (University of Alberta)  
[Postdoctoral Fellows Policy](#) (University of Alberta)  
[Sessional and Other Temporary Staff \(SOTS\) Agreement](#) (University of Alberta)  
[Trust/Research Academic Staff \(TRAS\) Agreement](#) (University of Alberta)

### Related policies

[Access to Information and Protection of Privacy Policy](#) (University of Alberta)  
[Discrimination, Harassment and Duty to Accommodate Policy](#) (University of Alberta)  
[Ethical Conduct and Safe Disclosure Policy](#) (University of Alberta)  
[Helping Individuals At Risk Policy](#) (University of Alberta)  
[Protocol for Urgent Cases of Violent, Threatening or Disruptive Behaviour](#) (University of Alberta)  
[Conflict Policy – Conflict of Interest and Commitment and Institutional Conflict](#) (University of Alberta)

Most Recent Editorial Date: November 15, 2016

## Options, Resources and Services for Those who have Experienced Sexual Violence Information Document

### Introductory Note:

The University of Alberta respects each person's right to make their own decisions regarding their personal recovery after **sexual violence**. This document is intended to provide a non-exhaustive list of the various options available so that all students, staff, postdoctoral fellows and faculty can assist in making appropriate referrals upon receiving a **disclosure** or make informed decisions for themselves after experiencing sexual violence.

Individual reactions to sexual violence will differ greatly, and a person's decision about how to respond to an experience of sexual violence may change over time. Whether the result of a disclosure or a **complaint**, the University can assist with some of those responses, including providing academic, work or University residence **modifications**, safety planning, personal support, making a complaint or other options that meet the goals of the Sexual Violence policy and related procedures.

Some may need a more comprehensive and coordinated response. The **SVRT** (Sexual Violence Response Team) is convened when an individual discloses that they have experienced sexual violence, and may need more than one modification to meet the goals of the Sexual Violence policy. It is designed to provide access to multiple options, resources and responses without the individual having to approach each service separately.

It should be understood that mediation is not appropriate for situations involving sexual violence. Mediation is a conflict resolution mechanism that presumes all parties have an equal role in resolving a conflict. Sexual violence is not a conflict, but a harm inflicted on another person. Mediation introduces a significant risk of additional harm to the person to whom the violence was done and should never be considered an option in cases of sexual violence.

### WHAT ARE MY OPTIONS?

[Personal Support](#) | [Medical Assistance](#) | [Safety](#) | [Modifications](#) – Academic/Work/Living | [Complaints](#) | [Other Resources and Services](#)

## Personal Support

OPTION	HOW DO I DO THIS?	WHO CAN ACCESS?
Counselling - University resources	<p><b>Sexual Assault Centre:</b> Drop-in, telephone or email support and information for survivors of sexual assault, sexual harassment, stalking or relationship violence. Specialized counselling services for survivors of sexual assault or sexual abuse. Location, hours and contact information is available at <a href="https://www.ualberta.ca/current-students/sexual-assault-centre">https://www.ualberta.ca/current-students/sexual-assault-centre</a></p>	Students and employees
	<p><b>Counselling and Clinical Services (CCS)</b> Psychological and psychiatric services for students. *CCS offers counselling in their Students' Union Building offices, as well as satellite offices in the Faculties of Engineering, Science, Arts and Graduate Studies and Research (FGSR). Location, hours and contact information is available at <a href="https://www.ualberta.ca/current-students/counselling">https://www.ualberta.ca/current-students/counselling</a></p>	Students
	<p><b>Clinical Services, Faculty of Education:</b> confidential specialized <a href="#">counselling services</a> at a subsidized rate of \$25/counselling session. Location, hours and contact information is available at <a href="http://www.edpsychology.ualberta.ca/CentresAndInstitutes/ClinicalServices.aspx">http://www.edpsychology.ualberta.ca/CentresAndInstitutes/ClinicalServices.aspx</a></p>	Anyone
	<p><b>Campus Saint-Jean Counselling:</b> Confidential counselling services available to all CSJ students. Contact Vie Étudiante for more information or to make an appointment. <a href="https://www.ualberta.ca/current-students/counselling/resources">https://www.ualberta.ca/current-students/counselling/resources</a> <a href="https://www.ualberta.ca/campus-saint-jean/services-aux-etudiants/vie-etudiante">https://www.ualberta.ca/campus-saint-jean/services-aux-etudiants/vie-etudiante</a></p>	CSJ students
	<p><b>Augustana Personal Counselling Centre:</b> Provides confidential support to Augustana students. Location, hours and contact information is available at <a href="https://www.ualberta.ca/augustana/services/health/counselling">https://www.ualberta.ca/augustana/services/health/counselling</a></p>	Augustana students
Counselling - Employee Family Assistance Program	<p><b>Employee Family Assistance Program (EFAP):</b> provides confidential psychological counselling. They offer face-to-face counseling, telephonic counseling, e-counseling, web based services, and personal debriefing/defusing for emergencies. <a href="http://www.hrs.ualberta.ca/en/HealthandWellness/EFAP/ContacttheAssistanceProgram.aspx">http://www.hrs.ualberta.ca/en/HealthandWellness/EFAP/ContacttheAssistanceProgram.aspx</a></p>	Employees

	<p><u>Postdoctoral Fellows Assistance Program (PDAP)</u>: Postdoctoral Fellows at the University of Alberta and their eligible dependents can access counselling directly and at no cost. No referral needed – simply contact Homewood Health Solutions directly. Contact information is available at <a href="http://www.hrs.ualberta.ca/en/HealthandWellness/EFAP/ContacttheAssistanceProgram.aspx">http://www.hrs.ualberta.ca/en/HealthandWellness/EFAP/ContacttheAssistanceProgram.aspx</a></p>	Postdoctoral fellows
	<p><u>Graduate Student Assistance Program (GSAP)</u>: Designed to assist all graduate students with a variety of personal issues and includes <a href="#">personal counselling</a>. Contact information is available at <a href="http://www.hrs.ualberta.ca/HealthandWellness/EFAP/AssistancePrograms.aspx">http://www.hrs.ualberta.ca/HealthandWellness/EFAP/AssistancePrograms.aspx</a></p>	Graduate students
	<p>*Any questions relating to the Assistance programs (EFAP, PDAP, or GSAP) can be directed to <a href="#">Homewood Health</a> or the <a href="#">EFAP/PDAP/GSAP Administrator</a></p> <p><a href="http://www.hrs.ualberta.ca/HealthandWellness/EFAP.aspx">http://www.hrs.ualberta.ca/HealthandWellness/EFAP.aspx</a></p>	
Spiritual support – University resources	<p><u>Interfaith Chaplains' Association</u>: The university's chaplains are professionally trained and are available to support any student, staff, or faculty member, regardless of whether or not they identify with a particular faith. Location, hours and contact information is available at <a href="http://www.chaplains.ualberta.ca/">http://www.chaplains.ualberta.ca/</a></p>	Students and employees
	<p><u>Augustana Pastoral Counselling</u>: The Augustana Pastor is available to all students, faculty and staff to provide emotional, spiritual and relational direction and counsel. Location, hours and contact information is available here: <a href="https://www.ualberta.ca/augustana/services/chaplaincy">https://www.ualberta.ca/augustana/services/chaplaincy</a></p>	Augustana students and employees
Academic Support	<p><u>Student Success Centre</u> provides academic advice and support: <a href="http://www.studentsuccess.ualberta.ca/">http://www.studentsuccess.ualberta.ca/</a></p>	Students
Other University resources	<p>Anyone wishing to make a confidential disclosure of an experience of sexual violence can contact the <u>Office of Safe Disclosure and Human Rights</u>. <a href="https://www.ualberta.ca/disclosure">https://www.ualberta.ca/disclosure</a></p>	Students and employees



Other University resources (cont'd.)	The <u>Peer Support Centre</u> is a Students' Union service that offers a free, confidential, and non-judgemental place to talk to someone for support. The PSC also offers a confidential Help Line. Location, hours and contact information is available here: <a href="https://www.su.ualberta.ca/services/psc/">https://www.su.ualberta.ca/services/psc/</a>	Students
	<u>Aboriginal Student Services Centre (ASSC)</u> : <a href="#">ASSC staff</a> are committed to supporting Aboriginal students throughout their experience at the University of Alberta. Location, hours and contact information is available at <a href="http://www.aboriginalservices.ualberta.ca/">http://www.aboriginalservices.ualberta.ca/</a>	Aboriginal students
	<u>Augustana Campus Aboriginal Student Office (ASO)</u> : <a href="#">ASO staff</a> are committed to supporting Aboriginal students throughout their university experience. Location, hours and contact information is available at <a href="https://www.ualberta.ca/augustana/services/aso">https://www.ualberta.ca/augustana/services/aso</a>	Aboriginal students – Augustana campus
	<u>Residence Services</u> : Residence Assistants (RAs) are specially trained student staff who can connect students to campus resources and respond to after-hours emergencies. Residence Coordinators (RCs) are full-time staff members living in various residences to provide support and guidance both to residents and to student staff.  Contact Information and Hours for Residence Services Offices: <a href="https://www.residence.ualberta.ca/contact-us">https://www.residence.ualberta.ca/contact-us</a>  To contact an RA or RC after hours, check the on-call number for your residence. <a href="https://www.residence.ualberta.ca/current-residents">https://www.residence.ualberta.ca/current-residents</a>	Students living in residence
Counselling - Community Resources	<u>Canadian Mental Health Association Edmonton</u> : Call <b>780-482-HELP (4357)</b> to talk to someone right away, 24 hours a day. An <a href="#">Online Crisis Chat</a> service is also available. Both services offer a safe, confidential, one-on-one conversation with a Support Team member.  <a href="http://edmonton.cmha.ca/integration/#.WAeeDvkrJhF">http://edmonton.cmha.ca/integration/#.WAeeDvkrJhF</a>	Anyone
	The <u>Sexual Assault Centre of Edmonton</u> offers both individual and group counselling to survivors of sexual violence as well as a 24 hour Sexual Assault Crisis Line staffed by well-trained volunteers. Location, hours and contact information is available at <a href="https://www.sace.ab.ca/">https://www.sace.ab.ca/</a>	Anyone

Counselling - Community Resources (cont'd.)	The <u>Saffron Centre</u> is a sexual assault centre in Sherwood Park that offers help to victims of sexual assault, specializing in crisis intervention, therapy, & education. For more information: <a href="http://saffroncentre.com/">http://saffroncentre.com/</a> .	Anyone
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## Medical Assistance

OPTION	HOW DO I DO THIS?	WHO CAN ACCESS?
Receive Medical Attention	<p><b>University Health Centre:</b> A full-services walk-in medical clinic. Location, hours and contact information is available at <a href="https://www.ualberta.ca/services/health-centre">https://www.ualberta.ca/services/health-centre</a>.</p> <p>For more information on health insurance: <a href="https://www.ualberta.ca/services/health-centre/health-insurance">https://www.ualberta.ca/services/health-centre/health-insurance</a></p>	Students and immediate family members, employees
	<p><b>Alberta Health Services:</b> Students and employees can locate the closest hospital 24 hour emergency room or walk-in clinic by using the Alberta Health Services <a href="#">Health Care Locator</a>.</p> <p>The Sexual Assault Response Team (SART) is a team of female Registered Nurses who have been trained specifically to care for people who have been sexually assaulted within the past 7 days. SART nurses are available 24 hours a day, and usually arrive within an hour of being called. For locations and availability, see <a href="http://www.albertahealthservices.ca/info/service.aspx?id=5591%20">http://www.albertahealthservices.ca/info/service.aspx?id=5591%20</a></p>	Anyone
	<p><b>Sexually Transmitted Infections Clinic:</b> Results are provided by phone or in person about 10 days after testing. Locations, hours and contact information is available here: <a href="http://www.albertahealthservices.ca/info/service.aspx?id=1001498">http://www.albertahealthservices.ca/info/service.aspx?id=1001498</a></p>	Anyone
	<p><b>St. Mary's Hospital:</b> This Covenant Health facility in Camrose provides a range of healthcare services including a 24/7 Emergency Department.</p> <p><a href="http://www.albertahealthservices.ca/info/facility.aspx?id=1000302">http://www.albertahealthservices.ca/info/facility.aspx?id=1000302</a></p>	Anyone

Receive Medical Attention (cont'd.)	<b>Camrose Community Health Centre Briarcrest:</b> Public health services. <a href="http://www.albertahealthservices.ca/info/facility.aspx?id=1000299">http://www.albertahealthservices.ca/info/facility.aspx?id=1000299</a>	Anyone
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## Safety

OPTION	HOW DO I DO THIS?	WHO CAN ACCESS?
Safety planning	<u>University of Alberta Protective Services (UAPS):</u> Visit UAPS in-person or call to arrange a time to visit. One of their Peace Officers will work with you to build a plan that addresses safety concerns specific to your situation.  <a href="http://www.protectiveservices.ualberta.ca/">http://www.protectiveservices.ualberta.ca/</a>	Students and employees
	<u>Sexual Assault Centre:</u> Drop-in, telephone or email support.  <a href="https://www.ualberta.ca/current-students/sexual-assault-centre">https://www.ualberta.ca/current-students/sexual-assault-centre</a>	Students and employees
Transportation assistance	<u>Safewalk:</u> Safewalk is free of charge and is available to any member of the surrounding community—undergrads, graduate students, staff, faculty, and members of the public. For information on how to access, click: <a href="http://www.su.ualberta.ca/services/safewalk/">http://www.su.ualberta.ca/services/safewalk/</a>	Anyone
	<u>UAPS Security Escort Service:</u> UAPS also provides a limited security escort service outside of Safewalk hours. Information at <a href="http://www.protectiveservices.ualberta.ca/Services/Security%20Escort%20Service.aspx">http://www.protectiveservices.ualberta.ca/Services/Security%20Escort%20Service.aspx</a>	Students and employees
	Contact <u>Paladin Security</u> (after hours security provider on site at Augustana 11:00 PM to 7:00 AM every day) at 780-563-0067 and request assistance.	Augustana students and employees
Seek interim measures	<ul style="list-style-type: none"> <li>• <b>Interim measures</b> for students, contact the <u>Office of the Dean of Students</u> <a href="http://www.deanofstudents.ualberta.ca/">http://www.deanofstudents.ualberta.ca/</a></li> <li>• Interim measures for staff, contact the <u>Office of Safe Disclosure and Human Rights</u> or <u>Human Resource Services</u></li> </ul>	Students and employees

Seek interim measures (cont'd.)	<ul style="list-style-type: none"> <li>○ <a href="https://www.ualberta.ca/disclosure/">https://www.ualberta.ca/disclosure/</a></li> <li>○ <a href="http://www.hrs.ualberta.ca/">http://www.hrs.ualberta.ca/</a></li> <li>• Interim measures for faculty, contact <u>Faculty and Staff Relations</u>, the <u>Office of Safe Disclosure and Human Rights</u>, or Human <u>Resource Services</u>.           <ul style="list-style-type: none"> <li>○ <a href="http://www.provost.ualberta.ca/en/ProvostAndVPA/FRStaffList.aspx">http://www.provost.ualberta.ca/en/ProvostAndVPA/FRStaffList.aspx</a></li> <li>○ <a href="https://www.ualberta.ca/disclosure/">https://www.ualberta.ca/disclosure/</a></li> <li>○ <a href="http://www.hrs.ualberta.ca/">http://www.hrs.ualberta.ca/</a></li> </ul> </li> <li>• Interim measures for postdoctoral fellows, contact the <u>Office of the Vice-President (Research)</u> <ul style="list-style-type: none"> <li>○ <a href="http://www.research.ualberta.ca/officeofthevice-presidentresearch.aspx">http://www.research.ualberta.ca/officeofthevice-presidentresearch.aspx</a></li> </ul> </li> </ul>	
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## Modifications

OPTION	HOW DO I DO THIS?	WHO CAN ACCESS?
Coordinated response through SVRT	<p>Where there might be multiple modifications needed, the SVRT can receive a disclosure once and coordinate the response with the person needing the modifications.</p> <p>Anyone can convene the SVRT on behalf of a person who has made a disclosure, or the individual themselves can request the assistance of SVRT.</p> <p>For students needing a coordinated response, contact the Office of the Dean of Students: <a href="http://www.deanofstudents.ualberta.ca/">http://www.deanofstudents.ualberta.ca/</a></p> <p>For employees or postdoctoral fellows needing a coordinated response, contact the Office of Safe Disclosure and Human Rights: <a href="https://www.ualberta.ca/disclosure/">https://www.ualberta.ca/disclosure/</a></p>	Students and employees
Academic Modifications Examples may include: <ul style="list-style-type: none"> <li>• extensions on assignments</li> <li>• exam deferrals</li> </ul>	Students who have experienced sexual violence or any person who has received a disclosure can make a request for academic modifications. An initial request to a staff member or administrator within the student's Faculty or to the Office of the Dean of Students will be directed to the appropriate staff, who will then work directly with the	Undergraduate and graduate students

<p>(including graduate student candidacy exam and thesis defence)</p> <ul style="list-style-type: none"> <li>• switching classes</li> <li>• moving to part-time status</li> <li>• voluntary leave from program</li> <li>• assistance switching programs</li> <li>• switching graduate supervisors or labs</li> <li>• assistance for graduate students changing the composition of their supervisory committees</li> </ul>	<p>student involved.</p> <p>Examples of staff or offices to whom an initial request can be made include:</p> <ul style="list-style-type: none"> <li>• Sexual Assault Centre</li> <li>• The Professor who is responsible for the academic work where a modification is sought</li> <li>• Faculty Student Services Office</li> <li>• The Assistant Dean, Associate Dean, or Dean in the Faculty</li> <li>• Graduate students should contact the <a href="#">Faculty of Graduate Studies and Research</a> and/or the <a href="#">Graduate Students' Association</a></li> <li>• The <a href="#">Dean of Students</a>: student can email <a href="mailto:dosdean@ualberta.ca">dosdean@ualberta.ca</a> or visit the 5th floor in the Students' Union Building and ask to speak with a staff regarding academic modifications. The Dean of Students office will liaise with the student's Faculty</li> <li>• <a href="#">Office of the Student Ombuds</a></li> <li>• <a href="#">Student Success Centre</a></li> <li>• <a href="#">Student Accessibility Services</a></li> </ul>	
<p>Modifications to living arrangements (on campus)</p>	<p><b>Relocation to Another University Residence or Dissolving Residence Contract with a Pro-Rated Refund</b></p> <p>Students living in residence should speak with their <a href="#">Resident Assistant (RA)</a>, <a href="#">Residence Coordinator (RC)</a>, or the <a href="#">Housing Office</a> to request a move to another room within residence or another residence building. <a href="https://www.residence.ualberta.ca/contact-us">https://www.residence.ualberta.ca/contact-us</a></p> <p>The contact information for the specific RA on-call phone of each residences is posted throughout each individual residence community and on the <a href="#">Current Students</a> webpage after selecting the residence you live in.</p>	<p>Students</p>
	<p>The <a href="#">Safe House Program</a> can provide short term, safe (up to two weeks) accommodations while working with university staff who can assist students to address any issues that impacted their living arrangements. To access the Safe House program, students should contact either the <a href="#">Sexual Assault Centre</a>, the Residence Coordinator on call (780-220-0302) in <a href="#">Residence Services</a>. Any of these offices can determine if a student meets the eligibility for Safe House and perform an intake.</p>	<p>Students on North Campus</p>

<p>Modifications to living arrangements (off campus)</p>	<p>Assistance in Dissolving an Off-Campus Tenancy Agreement</p> <p>The <i>Residential Tenancies (Safer Spaces for Victims of Domestic Violence) Amendment Act</i> is legislation that allows victims of domestic violence to end a tenancy early and without financial penalty. Information on the <i>Act</i> can be found here:  <a href="http://www.servicealberta.gov.ab.ca/pdf/tipsheets/RTA_Safer_Spaces.pdf">http://www.servicealberta.gov.ab.ca/pdf/tipsheets/RTA_Safer_Spaces.pdf</a></p>	<p>Anyone</p>
<p>Work modifications</p> <p>Examples may include:</p> <ul style="list-style-type: none"> <li>• changes in work assignment, hours, location, and/or supervisor</li> <li>• voluntary leave of absence</li> </ul>	<p>Employees seeking work modifications should contact their management supervisor to enter discussions with either Human Resource Services or Faculty and Staff Relations on appropriate modifications.</p> <p>Human Resource Services: <a href="http://www.hrs.ualberta.ca/About.aspx">http://www.hrs.ualberta.ca/About.aspx</a></p> <p>Faculty and Staff Relations:  <a href="http://www.provost.ualberta.ca/en/ProvostAndVPA/FRStaffList.aspx">http://www.provost.ualberta.ca/en/ProvostAndVPA/FRStaffList.aspx</a></p>	<p>Employees</p>
	<p>Graduate students who are seeking modifications to Graduate Assistantship positions should contact Human Resource Services or the Graduate Students' Association (GSA).</p> <p>Human Resource Services: <a href="http://www.hrs.ualberta.ca/About.aspx">http://www.hrs.ualberta.ca/About.aspx</a></p> <p>Graduate Students' Association: <a href="http://www.gsa.ualberta.ca/Contact.aspx">http://www.gsa.ualberta.ca/Contact.aspx</a></p>	<p>Graduate Assistants</p>
	<p>Postdoctoral Fellows who are seeking modifications should contact the Postdoctoral Fellows Office or the Postdoctoral Fellows Association (PDFA).</p> <p>Human Resource Services: <a href="http://www.hrs.ualberta.ca/About.aspx">http://www.hrs.ualberta.ca/About.aspx</a></p> <p>Postdoctoral Fellows Association: <a href="http://www.pdfa.ualberta.ca/en.aspx">http://www.pdfa.ualberta.ca/en.aspx</a></p> <p>Postdoctoral Fellows Office: <a href="http://postdoc.ualberta.ca">http://postdoc.ualberta.ca</a></p>	<p>Postdoctoral fellows</p>
<p><b>Modifications to recreational activities</b></p>	<p>Contact the administrative head for the unit responsible for the activities. Some examples include:</p> <p>Athletics: <a href="https://www.ualberta.ca/physical-education-recreation/about-us/www.athletics.ualberta.ca">https://www.ualberta.ca/physical-education-recreation/about-us/www.athletics.ualberta.ca</a></p> <p>Campus and Community Recreation: <a href="mailto:recservices@ualberta.ca">recservices@ualberta.ca</a></p> <p>U of A Mixed Chorus: <a href="http://www.mixedchorus.ca/">http://www.mixedchorus.ca/</a></p>	<p>Students and employees</p>

## Complaints

OPTION	HOW DO I DO THIS?	WHO CAN ACCESS?
Complaint, internal to the UofA  Options may include: <ul style="list-style-type: none"> <li>• Making a complaint for immediate investigation</li> <li>• Reporting an incident for information only</li> <li>• Requesting that normal timelines be extended</li> </ul>	The Sexual Violence Procedure lays out the processes available under which a complaint may be made. <a href="#">[add url for procedure]</a> Students or employees wishing to make a <b>complaint</b> of sexual violence by a student should contact University of Alberta Protective Services (UAPS) by phone or visit the office in person. <b>Edmonton Campuses:</b> <a href="http://www.protectiveservices.ualberta.ca/">http://www.protectiveservices.ualberta.ca/</a> <b>Augustana Campus:</b> <a href="https://www.ualberta.ca/augustana/services/protective">https://www.ualberta.ca/augustana/services/protective</a> *If you cannot reach the Augustana UAPS office please contact UAPS Headquarters, open 24 hours.	Anyone
	Students or employees wishing to make a complaint of sexual violence by an employee should contact the <u>Office of Safe Disclosure and Human Rights</u> : <a href="https://www.ualberta.ca/disclosure">https://www.ualberta.ca/disclosure</a>	
Report to local law enforcement	Anyone wishing to make a report to local law enforcement should contact either the Edmonton or Camrose Police Services.  <u>Edmonton Police Services:</u> <a href="http://www.edmontonpolice.ca/CommunityPolicing/PersonalPropertyCrimes/SexualAssault/ReportingSexualAssault.aspx">http://www.edmontonpolice.ca/CommunityPolicing/PersonalPropertyCrimes/SexualAssault/ReportingSexualAssault.aspx</a>  <u>Camrose Police Services:</u> <a href="http://camrosepoliceservice.ca/">http://camrosepoliceservice.ca/</a>	Anyone
Anonymous reporting	Students, staff, and faculty may choose to make an anonymous report through the <u>Office of Safe Disclosure and Human Rights</u> using their <a href="#">Online Reporting Tool</a> . More information is available here: <a href="https://www.ualberta.ca/disclosure">https://www.ualberta.ca/disclosure</a>	Students and employees
	Students and employees can complete an anonymous third-party report at the <u>Sexual Assault Centre</u> . The name of the reporter will be kept confidential at the Sexual Assault Centre, and the report goes to Edmonton Police Service (EPS). Location, hours and contact information is available here: <a href="https://www.ualberta.ca/current-students/sexual-assault-centre">https://www.ualberta.ca/current-students/sexual-assault-centre</a>	Students and employees

## Other Resources and Services

RESOURCE OR SERVICE	HOW CAN THEY HELP ME?	WHO CAN ACCESS?
Reporting worrisome Behaviour	<u>Helping Individuals At Risk</u> : HIAR encourages the campus community to recognize and report at risk behaviours of those at risk of harm to self or others to help connect the individual to resources before a situation escalates. More information is available here: <a href="https://www.ualberta.ca/disclosure/individual-at-risk">https://www.ualberta.ca/disclosure/individual-at-risk</a>	Students and employees
Neutral third-party advice	<u>Office of the Student Ombuds</u> : The University's ombudspersons are neutral third-party individuals who can provide information, advice, and support to students who have encountered a problem or are in crisis. Location, hours and contact information is available here: <a href="http://www.ombudservice.ualberta.ca/">http://www.ombudservice.ualberta.ca/</a>	Students
	<u>Augustana Campus Ombuds</u> : Location: 1-106 Augustana Library Email: <a href="mailto:augustana.ombuds@ualberta.ca">augustana.ombuds@ualberta.ca</a>	Augustana students
	<u>Office of Safe Disclosure and Human Rights</u> : <a href="https://www.ualberta.ca/disclosure">https://www.ualberta.ca/disclosure</a>	Students and employees
Advocacy and advice	<u>Students' Union (SU)</u> : <a href="http://www.su.ualberta.ca">www.su.ualberta.ca</a>	Undergraduate students
	<u>Graduate Students' Association (GSA)</u> : <a href="http://www.gsa.ualberta.ca">www.gsa.ualberta.ca</a>	Graduate students
	<u>l'Association des Universitaires de la Faculté Saint-Jean (AUFJSJ)</u> : <a href="http://aufsj.com">aufsj.com</a>	Campus Saint-Jean students
	<u>Augustana students association</u> : <a href="http://augustana.su.ualberta.ca/">http://augustana.su.ualberta.ca/</a>	Augustana students
	<u>Postdoctoral Fellows Office</u> <a href="http://postdoc.ualberta.ca">http://postdoc.ualberta.ca</a>	Postdoctoral fellows



Advocacy and advice (cont'd)	<u>Non Academic Staff Association (NASA)</u> <a href="https://www.nasa.ualberta.ca/">https://www.nasa.ualberta.ca/</a>	NASA members
	<u>Association of Academic Staff University of Alberta (AASUA)</u> <a href="http://www.aasua.ca/">http://www.aasua.ca/</a>	AASUA members
Resource connection	<u>Community Social Work Team: CSW Team provides assistance with service navigation and resource connection.</u> <a href="http://community.ualberta.ca/">http://community.ualberta.ca/</a>	Undergraduate students, graduate students, postdoctoral fellows

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">[▲Top]</a>	
<b>Sexual violence</b>	Any sexual act or act of a sexual nature, or act targeting sexuality, whether physical or psychological, committed without consent. This includes, but is not limited to sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, distribution of intimate images, inducing intoxication, impairment or incapacity for the purpose of making another person vulnerable to non-consensual sexual activity, and other analogous conduct.
<b>Disclose/Disclosure</b>	A verbal or written report or account by any person to a member of the University community that they have experienced sexual violence.
<b>Complaint</b>	Usually a written report or statement alleging sexual violence misconduct made to a University official under a University process for the purpose of initiating an investigation and resolution process.
<b>Modifications</b>	Adjustments the University may be able to make for a person who has experienced sexual violence, including to their academic program, employment, University residence or recreational or other programs.
<b>SVRT</b>	The Sexual Violence Response Team of the University of Alberta. At its core, SVRT consists of a representative from the Office of the Dean of Students or Human Resource Services, UAPS and the Sexual Assault Centre. In

	<p>order to provide a timely coordinated response, SVRT will draw additional support from a student's faculty, the Registrar's Office, Faculty and Staff Relations, Residence Services, the Postdoctoral Fellows Office, representatives from other campuses, Office of General Counsel, and any others as needed. SVRT will not include any members who may be investigators or adjudicators in the matter at hand, in the event that the individual decides to pursue a complaint.</p>
<p><b>Interim measures</b></p>	<p>Non-disciplinary conditions that the University may impose on a person alleged to have committed sexual violence. Such conditions may be imposed in response to a disclosure or complaint. The purposes of interim measures are to ensure the safety of the person who disclosed or of the University's learning, working and University residence environment, to discourage or prevent retaliation, prevent further sexual violence and/or preserve the University's ability to conduct a thorough investigation. They are not considered sanctions under any University complaint process.</p>

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲ Top](#)]

### Supports and Resources

[Association of Academic Staff, University of Alberta \(AASUA\)](#) (University of Alberta)

[Community Social Work Team](#) (University of Alberta)

[Counselling and Clinical Services](#) (University of Alberta)

[Employee Family Assistance Program](#) (University of Alberta)

[Faculty of Graduate Studies and Research](#) (University of Alberta)

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[Human Resource Services](#) (University of Alberta)

[Interfaith Chaplains' Association](#) (University of Alberta)

[the Landing](#) (University of Alberta)

[Non Academic Staff Association \(NASA\)](#) (University of Alberta)

[Office of the Dean of Students](#) (University of Alberta)

[Office of Safe Disclosure and Human Rights](#) (University of Alberta)

[Office of the Student Ombuds](#) (University of Alberta)

[Peer Support Centre](#) (Students' Union)

[Postdoctoral Fellows Association](#) (University of Alberta)

[Protocol for Urgent Cases of Violent, Threatening or Disruptive Behaviour](#) (University of Alberta)

[Sexual Assault Centre](#) (University)



[Sexual Assault Centre](https://www.sace.ab.ca/) of Edmonton: <https://www.sace.ab.ca/>  
[Students' Union](#) (University of Alberta)  
[University of Alberta Protective Services](#) (University of Alberta)

#### Information

[Sexual Violence Interim Measures Information Document](#) (UAPPOL)  
[Sexual Violence Education and Training Information Document](#) (UAPPOL)  
[Options for Survivors of Sexual Assault](#) (Sexual Assault Centre, University of Alberta)  
[Responding to a Disclosure of Sexual Assault](#) (University of Alberta)  
[Review of the University of Alberta's Response to Sexual Assault](#)

#### Complaint mechanisms

[Faculty Agreement](#) (University of Alberta)  
[Librarian Agreement](#) (University of Alberta)  
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[NASA Collective Agreement](#) (University of Alberta)  
[Postdoctoral Fellows Policy](#) (University of Alberta)  
[Sessional and Other Temporary Staff \(SOTS\) Agreement](#) (University of Alberta)  
[Trust/Research Academic Staff \(TRAS\) Agreement](#) (University of Alberta)

#### Related policies

[Access to Information and Protection of Privacy Policy](#) (University of Alberta)  
[Discrimination, Harassment and Duty to Accommodate Policy](#) (University of Alberta)  
[Ethical Conduct and Safe Disclosure Policy](#) (University of Alberta)  
[Helping Individuals At Risk Policy](#) (University of Alberta)  
[Protocol for Urgent Cases of Violent, Threatening or Disruptive Behaviour](#) (University of Alberta)  
[Conflict Policy – Conflict of Interest and Commitment and Institutional Conflict](#) (University of Alberta)

Most Recent Editorial Date: November 15, 2016

## Sexual Violence Interim Measures Information Document

Introductory Note:

**Interim measures** may be imposed on a person alleged to have committed sexual violence in order to ensure the safety of the learning, working and University residence environment, discourage **retaliation**, prevent further **sexual violence** and/or preserve the University's ability to conduct a thorough investigation. Interim measures may be imposed as a result of a **disclosure** or a **complaint**, and are to be as minimally restrictive as possible to meet the above goals.

Example interim measures for students include:

- A requirement not to have contact with specified individuals
- Limited access to specified areas at specified times
- Limited access to specified areas at all times
- Change in University residence
- Change in class schedule
- Increased monitoring or supervision, for example, periodic check-ins with Protective Services
- Any other condition, restriction or requirement that is appropriate and proportionate to the situation, and that meets the above referenced goals.

In addition, students who have been alleged to have committed sexual violence will be provided with:

- Information on the relevant University processes
- Referrals to or information about support services, including but not limited to:
  - Counseling and Clinical Services
  - Peer Support Centre
  - Office of the Student Ombuds
  - Office of Safe Disclosure and Human Rights
  - Chaplains' Association
  - the Landing
  - Other services and resources as appropriate

Notwithstanding the above, the decision-maker may invoke the University of Alberta *Protocol for Urgent Cases of Disruptive, Threatening or Violent Behaviour* when warranted.

Subject to relevant collective agreements, policy or procedure, example interim measures for employees and postdoctoral fellows may include:

- A requirement not to have contact with specified individuals
- Limited access to specified areas at specified times
- Limited access to specified areas at all times
- Change in work assignment
- Change in work schedule
- Change in work location (for example, working from home or in another location)
- Increased monitoring or supervision
- Non-disciplinary suspension
- Any other condition, restriction or requirement that is appropriate and proportionate to the situation, and that meets the above referenced goals.

In addition, employees and postdoctoral fellows who have been alleged to have committed sexual violence will be provided with:

- Information on the relevant University processes
- Referrals to or information about available supports, including but not limited to:
  - Employee Family Assistance Program / Postdoctoral Fellows Assistance Program
  - GSA, PDFA, NASA or AASUA member services
  - Community counselling services

- o Office of Safe Disclosure and Human Rights
- o Chaplains Association
- o Other services and resources as appropriate

Notwithstanding the above, the decision-maker may invoke the University of Alberta *Protocol for Urgent Cases of Disruptive, Threatening or Violent Behaviour* when warranted.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top](#)

<p><b>Interim measures</b></p>	<p>Non-disciplinary conditions that the University may impose on a person alleged to have committed sexual violence. Such conditions may be imposed in response to a disclosure or complaint. The purposes of interim measures are to ensure the safety of the person who disclosed or of the University’s learning, working and University residence environment, to discourage or prevent retaliation, prevent further sexual violence and/or preserve the University’s ability to conduct a thorough investigation. They are not considered sanctions under any University complaint process and in any complaint process, are without prejudice to the person against whom a complaint is made..</p>
<p><b>Retaliation</b></p>	<p>Taking, attempting to take or threatening to take any adverse action or retribution of any kind against anyone involved in a sexual violence process including the person who made a disclosure or complaint, and anyone involved in an investigation or resolution of an allegation of sexual violence, or friends or family members of the same.</p> <p>Retaliation can take many forms, including threats, intimidation, pressuring, harassment, continued abuse, violence or other forms or threats of harm to others, and in varying modes, including in person and in electronic communication or through third parties. Retaliation can also include adverse employment or educational actions made or taken against an individual because of participation in the reporting, investigating and/or resolution of an alleged violation of this policy, or any conduct that would discourage a person from engaging in the same.</p>
<p><b>Sexual violence</b></p>	<p>Any sexual act or act of a sexual nature, or act targeting sexuality, whether physical or psychological, committed without consent. This includes, but is not limited to the following:</p> <ol style="list-style-type: none"> <li>a. Sexual Assault - Any form of sexual contact without consent. This can include unwanted or forced kissing, fondling, vaginal or anal penetration or touching, or oral sexual contact.</li> <li>b. Sexual Harassment - as defined in the UAPPOL <i>Discrimination, Harassment and Duty to Accommodate Policy</i>.</li> <li>c. Stalking - Repeated unwanted contact or communication directed at another person that causes reasonable fear or concern for that person’s safety or the safety of others known to them. The harm may be physical, emotional, or psychological, or related to the personal safety, property,</li> </ol>

	<p>education, or employment of an individual.</p> <p>Stalking can occur physically (such as watching and monitoring, pursuing or following, making threatening or obscene gestures, sending unsolicited gifts), electronically (for example, continuously commenting or contacting via social media, surveillance, letters, text messages, emails or phone calls), and/or through a third party.</p> <p>d. Indecent Exposure - Exposing one's genitals, buttocks and/or breasts or inducing another to expose their own genitals, buttocks and/or breasts in non-consensual circumstances, in person or electronically.</p> <p>e. Voyeurism - Surreptitiously observing and/or recording another individual's full or partial nudity or sexual activity without the knowledge and consent of all parties involved.</p> <p>f. Distribution of Intimate Images - Includes showing, sharing, distributing or streaming of images, video or audio recording of a sexual activity or full or partial nudity of oneself or other members of the University community, without the consent of all the recipient(s) and/or other member(s) of the University community who is/are the subject of the image or recording, or the threat to do the same.</p> <p>g. Inducing intoxication, impairment or incapacity for the purpose of making another person vulnerable to non-consensual sexual activity.</p> <p>h. Other analogous conduct.</p>
<b>Disclose/Disclosure</b>	A verbal or written report or account by any person to a member of the University community that they have experienced sexual violence.
<b>Complaint</b>	Usually a written report or statement alleging sexual violence misconduct made to a University official under a University process for the purpose of initiating an investigation and resolution process.

## **RELATED LINKS**

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### Supports and Resources

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[Faculty of Graduate Studies and Research](#) (University of Alberta)

[Graduate Students' Association](#) (University of Alberta)

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[Office of the Student Ombuds](#) (University of Alberta)  
[Peer Support Centre](#) (Students' Union)  
[Postdoctoral Fellows Association](#) (University of Alberta)  
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[Sexual Assault Centre](#) (University)  
[Sexual Assault Centre](#) of Edmonton: <https://www.sace.ab.ca/>  
[Students' Union](#) (University of Alberta)  
[University of Alberta Protective Services](#) (University of Alberta)

#### Information

*Options, Resources and Services for those who have Experienced Sexual Violence Information Document* (UAPPOL)  
*Sexual Violence Education and Training Information Document* (UAPPOL)  
[Options for Survivors of Sexual Assault](#) (Sexual Assault Centre, University of Alberta)  
[Responding to a Disclosure of Sexual Assault](#) (University of Alberta)  
[Review of the University of Alberta's Response to Sexual Assault](#)

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#### Related policies

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Most Recent Editorial Date: November 15, 2016

## Sexual Violence Education and Training Information Document

Introductory Note:

One of the many barriers to **disclosing** or making a **complaint** of **sexual violence** is the fear of not being believed. That fear is not unfounded, as misconceptions around sexual violence are prevalent in society. As one example, if a victim did not scream or fight or say “no,” the assumption may be that there must have been implicit **consent**. These assumptions can be held by anyone receiving a disclosure, investigating, or adjudicating a complaint, or even by those who have experienced sexual violence themselves. Education on these and other topics is designed to correct these misconceptions. In addition, research on the potential effects of trauma on memory, recall and behaviour sheds new light on methods for interviewing those who have experienced trauma.

The goals of education, bystander intervention and other training are to help those who experience sexual violence feel safer in disclosing and/or making a complaint and seeking support; ensure that those who receive disclosures know how to support and refer; allow investigators to use trauma-informed interview techniques in order to get the best information possible from **complainants**; and ensure that decision-makers in complaint processes are able to appropriately interpret the evidence before them. Below is a non-exhaustive list of selected training and education opportunities. Any other relevant training should also be considered, as appropriate.

### FOR THE UNIVERSITY COMMUNITY

The resources below are available to members of the University community at no cost and provide education and training in the areas of understanding sexual assault, consent, bystander intervention, gender based violence, effects of trauma and trauma-informed interviewing.

#### **Sexual Assault Centre** (no cost)

- Videos: Understanding Sexual Assault <https://www.youtube.com/watch?v=3j3qgLRQalw&list=PL2V1RRG3M1rTKPuhw2eHWvVIVcrBcDKsH&index=1>
- Online guide: How to Respond to a Disclosure of Sexual Violence <https://www.ualberta.ca/current-students/sexual-assault-centre/responding>
- Working for Change workshops: Email [edcoord@ualberta.ca](mailto:edcoord@ualberta.ca)

#### **the Landing** (no cost)

The Gender Based Violence Prevention Program (GBVPP) is a campus and community-wide initiative designed to increase awareness, education, communication, inclusion and safety. Education and training sessions consisting of interactive modules are available as a comprehensive program or individually as workshops. Contact the Landing ([thelanding@su.ualberta.ca](mailto:thelanding@su.ualberta.ca)) to request the program, a module or combination of modules, or a custom workshop for any group. Modules include:

1. Introduction: Role of Athletes/Athletics/Greek Culture in Violence Prevention
2. Module 1: Introduction and Critical Thinking of Gender Roles - Thinking outside the box
3. Module 2: Gender and Healthy Sexuality; Healthy Relationships
4. Module 3: LGBTQ Inclusivity, Safe Spaces, Language
5. Module 4: Gender Based Violence Part 1
6. Module 4: Gender Based Violence Part 2, Sexual Assault & Consent (Including alcohol and consent)
7. Module 5: Alcohol Strategies on Campus
8. Module 6: Role of Media

#### **Residence Life** (no cost)

- Can I Kiss You? - for all first-year residents
- SHARC Week (Sexual Health, Relationships and Consent) - for all residents, every October
- Sex - Online module on consent, healthy relationship - for all first year residents



### **FOR THOSE MORE LIKELY TO RECEIVE DISCLOSURES**

Some of our community members may be more likely to receive disclosures, including Resident Assistants, coaches, supervisors, student advisors of all kinds, student leaders, graduate coordinators, student group members, and many others. For those individuals, additional training on receiving disclosures and making appropriate referrals is available including the following:

The **Sexual Assault Centre** provides the following workshops free of charge. Email [edcoord@ualberta.ca](mailto:edcoord@ualberta.ca) to request a workshop (at no cost):

- Student Advisor's Disclosure Training
- Residence Coordinator Disclosure Training
- Workshop for Supporters
- Customized workshops
- Sexual Assault and Relationships (through the Community Helpers Program facilitated by the Community Social Work Team <http://community.ualberta.ca/en/Programs/CommunityHelpersProgram.aspx>)

The **Office of Safe Disclosure and Human Rights** provides training on request for faculties, staff groups, classes and student groups. Contact [osdhr@ualberta.ca](mailto:osdhr@ualberta.ca) to arrange training.

- Good disclosure practices

**For Resident Advisors** (no cost):

- Sexual Assault Response, Prevention and Responding to a Disclosure (e-class and in-person workshop put on by the Sexual Assault Centre)
- Inclusivity in Residence (offered by ISMSS or the Landing)

### **FOR BYSTANDERS**

Bystander intervention is a way to prevent sexual violence from occurring in the first place. It emphasizes recognizing the danger signs and taking steps to interrupt the possibility of sexual violence.

The **Sexual Assault Centre** provides the following free of charge. Email [edcoord@ualberta.ca](mailto:edcoord@ualberta.ca) to request a workshop:

- Bystander Intervention

the Landing provides the following free of charge. Email <http://thelandingualberta.ca/> to request a workshop:

- GBVPP custom workshops on request

The **Office of Safe Disclosure and Human Rights** provides training on request for faculties, staff groups, classes and student groups. Contact [osdhr@ualberta.ca](mailto:osdhr@ualberta.ca) to arrange training.

- "Upstanding" against harassment

**Residence Life** offers information on bystander intervention:

- "Can I Kiss You?" offered to all first-year residents in the fall of each year.

### **FOR INVESTIGATORS AND ADJUDICATORS**

Anyone investigating or adjudicating complaints of sexual violence should, at a minimum, have appropriate training in:

1. Understanding sexual assault
2. The effects of trauma on memory and behaviour
3. Trauma-informed interviewing

Below are some examples of available training:

The **Sexual Assault Centre** (no charge):

- Sexual Assault Responder Disclosure Training (Email [edcoord@ualberta.ca](mailto:edcoord@ualberta.ca) to request a workshop)
- Videos: Understanding Sexual Assault  
<https://www.youtube.com/watch?v=3j3ggLRQalw&list=PL2V1RRG3M1rTKPuhw2eHWvVIVcrBcDKsH&index=1>
- Online guide: How to Respond to a Disclosure of Sexual Violence <https://www.ualberta.ca/current-students/sexual-assault-centre/responding>

**End Violence Against Women (EVAWI)** provides online education and training, free of charge. The archive is constantly updated as new training is offered:

**Webinars** <http://www.evawintl.org/WebinarArchive.aspx>

- Neurobiology of Sexual Assault (part 1 and 2)
- Effective Report Writing: Using the Language of Nonconsensual Sex
- Successfully Investigating Sexual Assault Against People with Disabilities
- Forensic Experiential Trauma Interview (FETI), Part 1 & 2
- Effective Victim Interviewing

**Online courses** <http://www.evawintl.org/onlinetraining.aspx>

- Dynamics: What does Sexual Assault Really Look Like?
- Effective Report Writing: Using the Language of Nonconsensual Sex
- Preliminary Investigation: Guidelines for First Responders
- Victim Impact: How do Sexual Assault Victims Respond?
- Interviewing the Victim: Techniques Based on the Realistic Dynamics of Sexual Assault
- False Reports: Moving Beyond the Issue to Successfully Investigate Sexual Assault
- Successfully Investigating Sexual Assault Against People with Disabilities
- Drug and Alcohol Facilitated Sexual Assault (coming soon)

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>Disclose/Disclosure</b>	A verbal or written report or account by any person to a member of the University community that they have experienced sexual violence.
<b>Complaint</b>	Usually a written report or statement alleging sexual violence misconduct made to a University official under a University process for the purpose of initiating an investigation and resolution process.
<b>Sexual violence</b>	Any sexual act or act of a sexual nature, or act targeting sexuality, whether physical or psychological, committed without consent. This includes, but is not limited to the following: <ul style="list-style-type: none"> <li>a. Sexual Assault - Any form of sexual contact without consent. This can include unwanted or forced kissing, fondling, vaginal or anal penetration or touching, or oral sexual contact.</li> </ul>

	<p>b. Sexual Harassment - as defined in the UAPPOL <i>Discrimination, Harassment and Duty to Accommodate Policy</i>.</p> <p>c. Stalking - Repeated unwanted contact or communication directed at another person that causes reasonable fear or concern for that person's safety or the safety of others known to them. The harm may be physical, emotional, or psychological, or related to the personal safety, property, education, or employment of an individual.</p> <p>Stalking can occur physically (such as watching and monitoring, pursuing or following, making threatening or obscene gestures, sending unsolicited gifts), electronically (for example, continuously commenting or contacting via social media, surveillance, letters, text messages, emails or phone calls), and/or through a third party.</p> <p>d. Indecent Exposure - Exposing one's genitals, buttocks and/or breasts or inducing another to expose their own genitals, buttocks and/or breasts in non-consensual circumstances, in person or electronically.</p> <p>e. Voyeurism - Surreptitiously observing and/or recording another individual's full or partial nudity or sexual activity without the knowledge and consent of all parties involved.</p> <p>f. Distribution of Intimate Images - Includes showing, sharing, distributing or streaming of images, video or audio recording of a sexual activity or full or partial nudity of oneself or other members of the University community, without the consent of all the recipient(s) and/or other member(s) of the University community who is/are the subject of the image or recording, or the threat to do the same.</p> <p>g. Inducing intoxication, impairment or incapacity for the purpose of making another person vulnerable to non-consensual sexual activity.</p> <p>h. Other analogous conduct.</p>
<p><b>Consent</b></p>	<p>Consent is a voluntary, ongoing, active and conscious agreement to engage in the sexual activity in question. Consent or a "yes" that is obtained through pressure, coercion, force, threats or by inducing intoxication, impairment or incapacity is not voluntary consent. Silence or ambiguity do not constitute consent. Additionally, there is no consent when:</p> <ul style="list-style-type: none"> <li>• it is given by someone else.</li> <li>• the person is unconscious, sleeping, highly intoxicated or high, or otherwise lacks the capacity to consent.</li> <li>• it was obtained through the abuse of a position of power, trust or authority.</li> <li>• the person does not signify "yes", says "no" or implies "no"</li> </ul>

	<p>through words or behaviours.</p> <ul style="list-style-type: none"> <li>the person changes their mind and withdraws their consent.</li> </ul> <p>Consent cannot be implied (for example, by a current or past relationship, by consent to another activity, or by failure to say “no” or resist). In addition, consent cannot be given in advance of sexual activity that is expected to occur at a later time. It is the responsibility of the person wanting to engage in sexual activity to obtain clear consent from the other and to recognize that consent can be withdrawn at any time.</p>
<b>Complainant</b>	An individual who makes a complaint under a University process.

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

### Supports and Resources

[Association of Academic Staff, University of Alberta \(AASUA\)](#) (University of Alberta)  
[Community Social Work Team](#) (University of Alberta)  
[Counselling and Clinical Services](#) (University of Alberta)  
[Employee Family Assistance Program](#) (University of Alberta)  
[Faculty of Graduate Studies and Research](#) (University of Alberta)  
[Graduate Students' Association](#) (University of Alberta)  
[Human Resource Services](#) (University of Alberta)  
[Interfaith Chaplains' Association](#) (University of Alberta)  
[the Landing](#) (University of Alberta)  
[Non Academic Staff Association \(NASA\)](#) (University of Alberta)  
[Office of the Dean of Students](#) (University of Alberta)  
[Office of Safe Disclosure and Human Rights](#) (University of Alberta)  
[Office of the Student Ombuds](#) (University of Alberta)  
[Peer Support Centre](#) (Students' Union)  
[Postdoctoral Fellows Association](#) (University of Alberta)  
[Protocol for Urgent Cases of Violent, Threatening or Disruptive Behaviour](#) (University of Alberta)  
[Sexual Assault Centre](#) (University)  
[Sexual Assault Centre of Edmonton: <https://www.sace.ab.ca/>](#)  
[Students' Union](#) (University of Alberta)  
[University of Alberta Protective Services](#) (University of Alberta)

### Information

[Options, Resources and Services for those who have Experienced Sexual Violence Information Document](#) (UAPPOL)  
[Sexual Violence Interim Measures Information Document](#) (UAPPOL)  
[Options for Survivors of Sexual Assault](#) (Sexual Assault Centre, University of Alberta)  
[Responding to a Disclosure of Sexual Assault](#) (University of Alberta)  
[Review of the University of Alberta's Response to Sexual Assault](#)

### Complaint mechanisms

[Faculty Agreement](#) (University of Alberta)  
[Librarian Agreement](#) (University of Alberta)  
[Administrative and Professional Officer Agreement](#) (University of Alberta)  
[Code of Student Behaviour](#) (University of Alberta)

[Community Standards Policy for University Residences](#) (University of Alberta)

[Contract Academic Staff: Teaching Agreement](#) (University of Alberta)

[Faculty Service Officer Agreement](#) (University of Alberta)

[Graduate Student Assistantship Collective Agreement](#) (University of Alberta)

[NASA Collective Agreement](#) (University of Alberta)

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