The following chart outlines the general process for handling Complaints within the *Policy on Sexual Misconduct and Sexual Violence Involving Students*.

1. **Complaint is submitted to the Vice-Principal (Culture, Equity, and Inclusion) or delegate, via the Sexual Violence Prevention and Response Service ("SVPRS") (Sec. 11.1)**

2. **Complaint is reviewed by reviewer in the office of the Vice-Principal (Culture, Equity, and Inclusion) (Sec. 11.4)**
   - **Insufficient information** to meet initial threshold; Complaint **not** referred for investigation, unless any additional information provided is sufficient. (Sec. 11.4)
   - **Sufficient information to meet threshold; Complaint is referred for investigation (Sec. 11.5)**

3. **Student Respondent (Sec. 11.5)**
   - Referral to Student Conduct Office ("SCO")
3b. **All other Complaints (Sec. 11.5)**
   - Referral to Office of Complaints and Investigations ("OCI")

4. **Investigator Appointment (Sec 11.6)**
   - Each office will appoint an appropriate investigator. The OCI will do so in consultation with Faculty Relations or Employee & Labour Relations and will also determine who will receive and make decisions based on the investigator’s report.

5. **Case Manager Appointment (Sec 11.7)**
   - Each office will appoint a case manager responsible for liaising with the investigator and the parties, keeping the parties apprised of material developments and providing status updates on at least a monthly basis.

6. **Individual who made Complaint is invited to provide a detailed statement to the Investigator (Sec 11.8)**
   - They do not need to respond to the invitation, or continue to participate in the process in any other way.

7. **Following the conclusion of the investigation, the investigator submits final report, which initiates the Complaint Resolution process. (Sec. 12)**