A report is for university community members who witness or become aware of harassment, discrimination, reprisal, or systemic discrimination.

A report must be submitted by Persons of Authority who witness or become aware of workplace harassment, discrimination, reprisal, or systemic discrimination. (see Procedure ¶2)

A report using the form found on the Secretariat’s website is submitted to the University Secretary.

A meeting of the Intake Assessment Team is held (see ¶3)

Q: Is it determined that the report can be investigated?

NO. The complaint contains insufficient detail, does not relate to a matter covered by the Policy, the complaint is already the subject of another process (e.g., a grievance), or the claim(s) if true do not constitute harassment, discrimination, or reprisal as defined in the Policy.

Other Reasons the Complaint MIGHT not be referred to investigation:
- It is made more than 1 year after the alleged incident(s).
- It involves a Respondent no longer part of the university community.

The Secretary will advise why the report was not referred to investigation, that new information can be submitted for further consideration, and provide information about alternatives for recourse or support. (see ¶7 and ¶8)

YES, the report will be referred to the appropriate receiving office (see ¶10).

Q: Is the report about systemic Discrimination?

YES. It is referred to the appropriate Vice-Principal. They or their designate will conduct an inquiry. Consultation occurs with:
- AVP (Human Rights, Equity and Inclusion)
- the Ombudsperson

VP reports back to the University Secretary, with a copy to the AVP and Ombudsperson

No. It is referred to the appropriate receiving office and investigated following the process outlined in the Complaint Procedure.

The investigator will issue a confidential written report.

Reporters are not normally entitled to information with respect to the outcome of the investigation unless they are involved in the implementation of that outcome.