Harassment and Discrimination Intake

Annual Report 2022/2023

INTRODUCTION

In May 2023, the university announced the formation of the Vice-Principal (Culture, Equity and Inclusion) (VPCEI) Portfolio. The mandate of this Portfolio is to advance a university culture that celebrates diversity by actively implementing inclusion actions and policies promoting equity. The Portfolio of the VPCEI includes the new Office of the VPCEI, the new Complaints and Investigations Office and the following established offices: the Human Rights and Equity Office, the Office of the Ombudsperson, and the Office of Indigenous Initiatives.

The VPCEI's portfolio has absorbed several key I-EDIAA initiatives and functions formerly held by the Provost and Principal's Office's portfolios as well as the responsibilities held by the Secretariat's Office for the management of harassment, discrimination and sexual violence case intake.

POLICY UPDATES

The revised Harassment and Discrimination Prevention and Response Policy, which was approved by the Board of Trustees in May 2021, underwent housekeeping revisions to the policy to recognize the new role of the Office of the Vice-Principal (Culture, Equity, and Inclusion), and to authorize the activities of the Office of Complaints and Investigations, which were previously coordinated by various offices across campus.

The Office of the VPCEI now assumes responsibility for the administration and regular review of the Policy to ensure it continues to meet the needs of community members and supports the university's sixth strategic goal – centered on living the values of truth, responsibility, respect, freedom, and well-being in the workplace.

SUMMARY OF FINDINGS

- Overall, there was an increase in submissions under the H&D Policy and the IN-SIGHT Tool in 2022-23
- Staff were the largest group to report under the H&D Policy
- Students were the largest group to report using the IN-SIGHT Tool
- Most incidents reported or complained about under the policy and IN-SIGHT occurred on campus
- The Assessment Team formally referred 45% of cases for investigation.

DATA

The following charts summarize information related to all complaints and reports submitted under the Harassment and Discrimination Prevention and Response Policy from September 1, 2022 to August 30, 2023. The data aligns with the reporting date, not necessarily when the incident occurred. The charts also summarize the anonymous information received via the IN-SIGHT reporting tool during the same time period.

It is important for readers to note the following when reviewing this information:

- The intake of harassment and discrimination incidents prior to September 1, 2021 was handled by multiple units across campus, each of which utilized different procedures, processes, and data classification and tracking. Although anecdotal comparisons to prior experiences can be made, it is not possible to retroactively develop datasets or trend lines to allow for direct comparison to the statistics now generated as part of the university's central intake processes.

- The types of cases received by the Intake Team are rarely straightforward. They may involve more than one respondent or occur across more than one unit/department. Sometimes respondent information is known and sometimes it is not. All efforts have been made to explain this in the various charts included in this report.

There were 110 complaints/reports received from September 1, 2022 to August 30, 2023 by the Harassment and Discrimination Intake Assessment Team. Complaints and reports are submitted to the Office of the VPCEI via an online intake form. This number has increased by 48 from 2021-22.
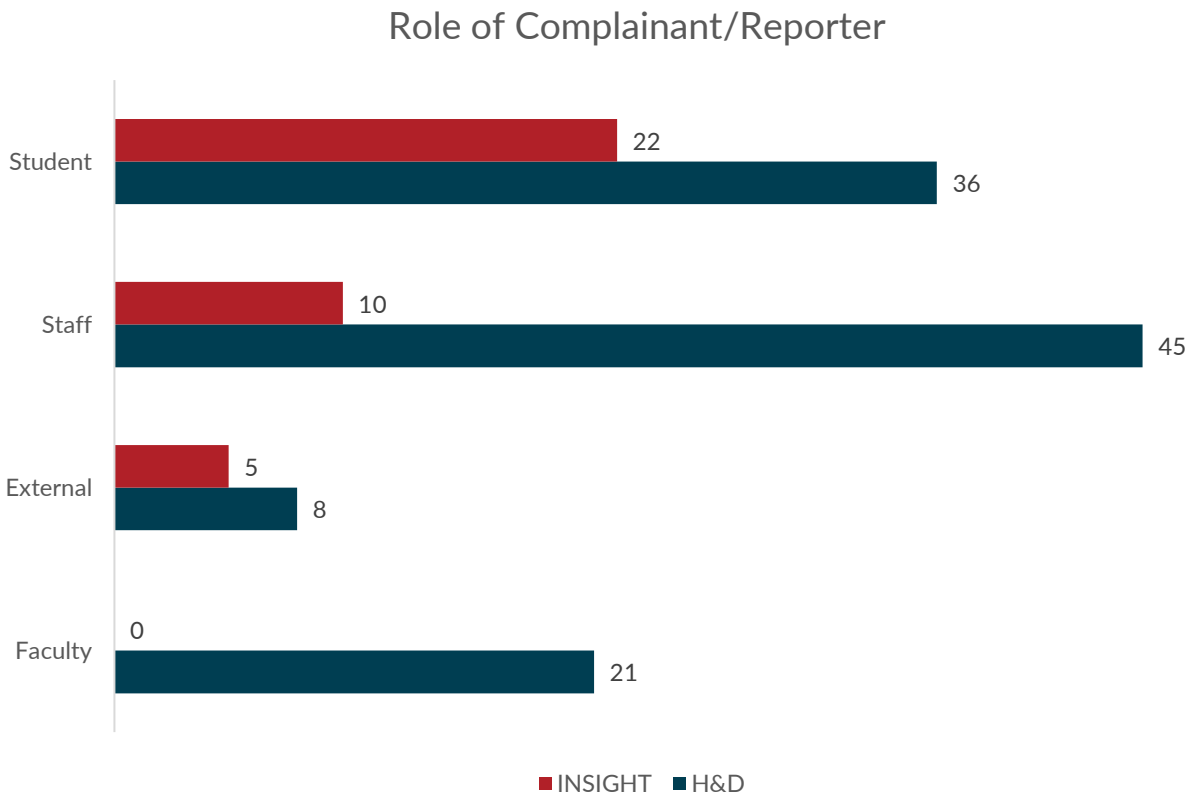
The anonymous IN-SIGHT tool received 36 submissions during the same time period, an increase of nine from 2021-22.

Number of Complaints and Reports

56   54

■ Complaints   ■ Reports
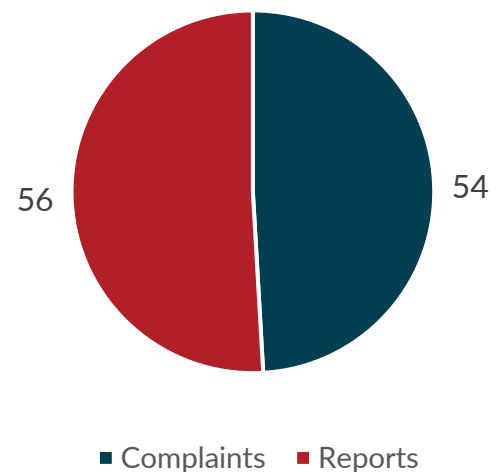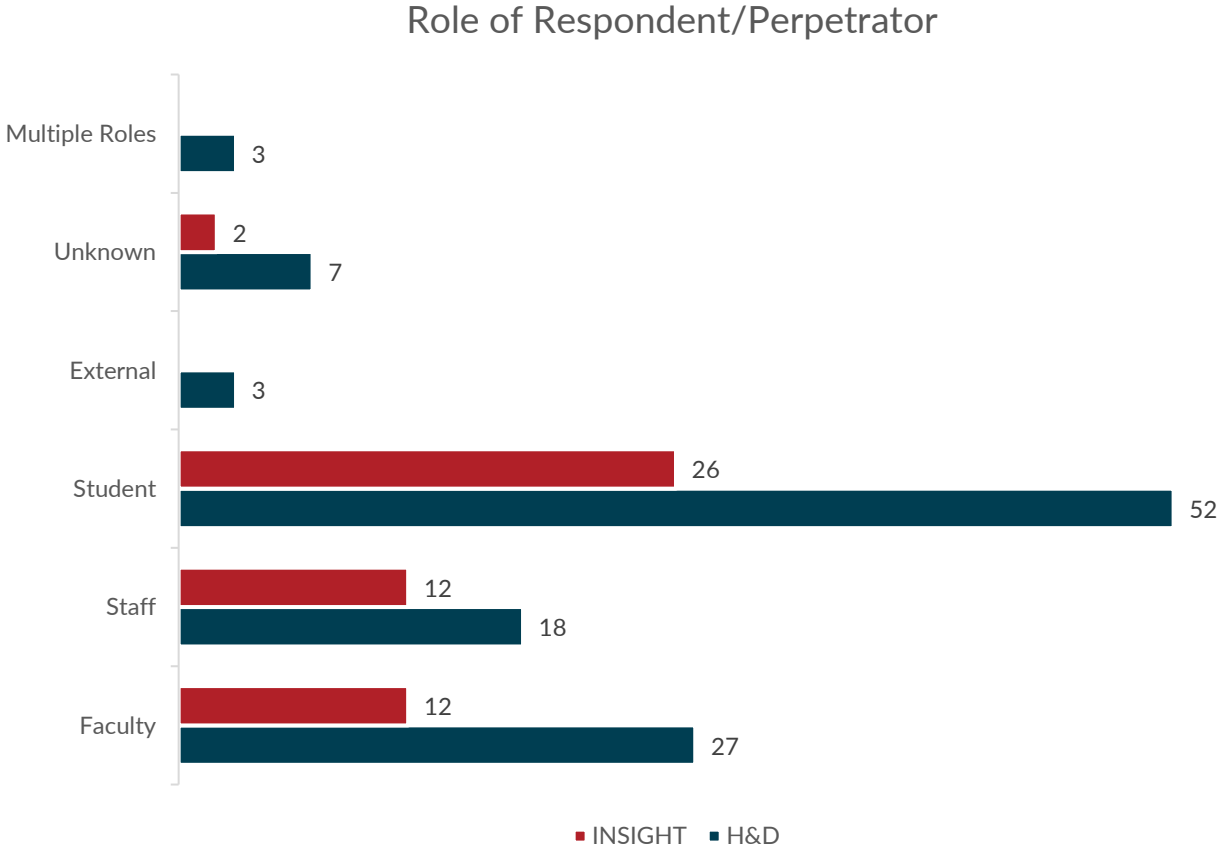
ROLE OF THE COMPLAINANT/REPORTER

This chart outlines the status held by each complainant/reporter – the individuals who complete the online intake form as well as those who submitted IN-SIGHT submissions.

Role of Complainant/Reporter

Role	INSIGHT	H&D
Student	22	36
Staff	10	45
External	5	8
Faculty	0	21

Legend: ■ INSIGHT ■ H&D

In 2022-23 the largest group of users of the complaint/report procedures was staff (45) who provided 41% of reports/complaints, followed by students (36) at 33%. This result continues to suggest sound awareness by management level employees of their responsibilities under the policy to report incidents of workplace harassment and/or discrimination that come to their attention. Students (22) continued to be the most numerous users of the anonymous IN-SIGHT tool at 60%, followed by staff at 27%.

ROLE OF THE RESPONDENT/PERPETRATOR

The following chart details the university role held by each respondent – individual(s) named in an intake form as having harassed or discriminated against another individual(s). In some cases, the role of the respondent is unknown by the complainant/reporter. The chart also outlines the description of the alleged perpetrator as noted by the individual who submitted the IN-SIGHT form.

Role of Respondent/Perpetrator

Role	INSIGHT	H&D
Multiple Roles		3
Unknown	2	7
External		3
Student	26	52
Staff	12	18
Faculty	12	27

■ INSIGHT   ■ H&D

The majority of complaints and reports received through the H&D Assessment Team and the IN-SIGHT tool were against students. Complaints against students tend to be relatively straightforward to assess and are being managed well under the existing provisions of the Student Code of Conduct. Complaints and reports against faculty and staff often involve workplace conditions and tend to be more complex. These typically require further investigation.
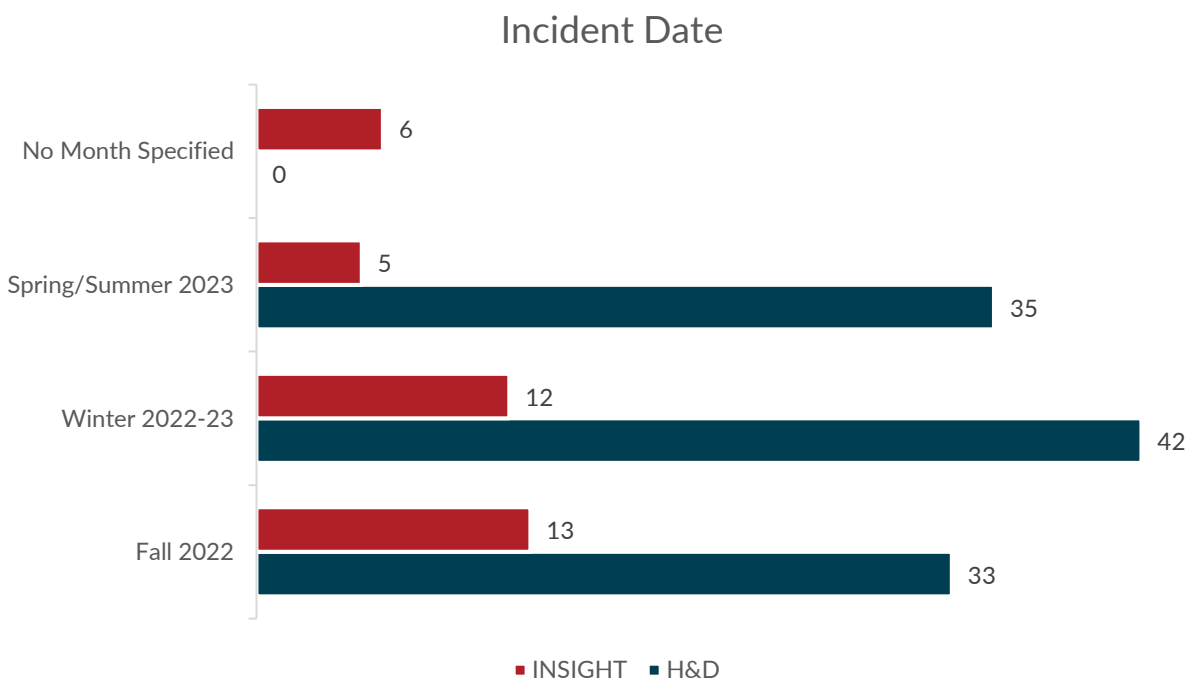
LOCATION OF INCIDENTS

Harassment and discrimination complainants/reporters, as well as individuals that submit an IN-SIGHT submission, are asked to share where the incident being described took place. Some incidents have both on and off campus elements.

Location

Location	INSIGHT	H&D
On and Off Campus	3	9
Online	8	9
Off Campus	7	20
On Campus	18	72
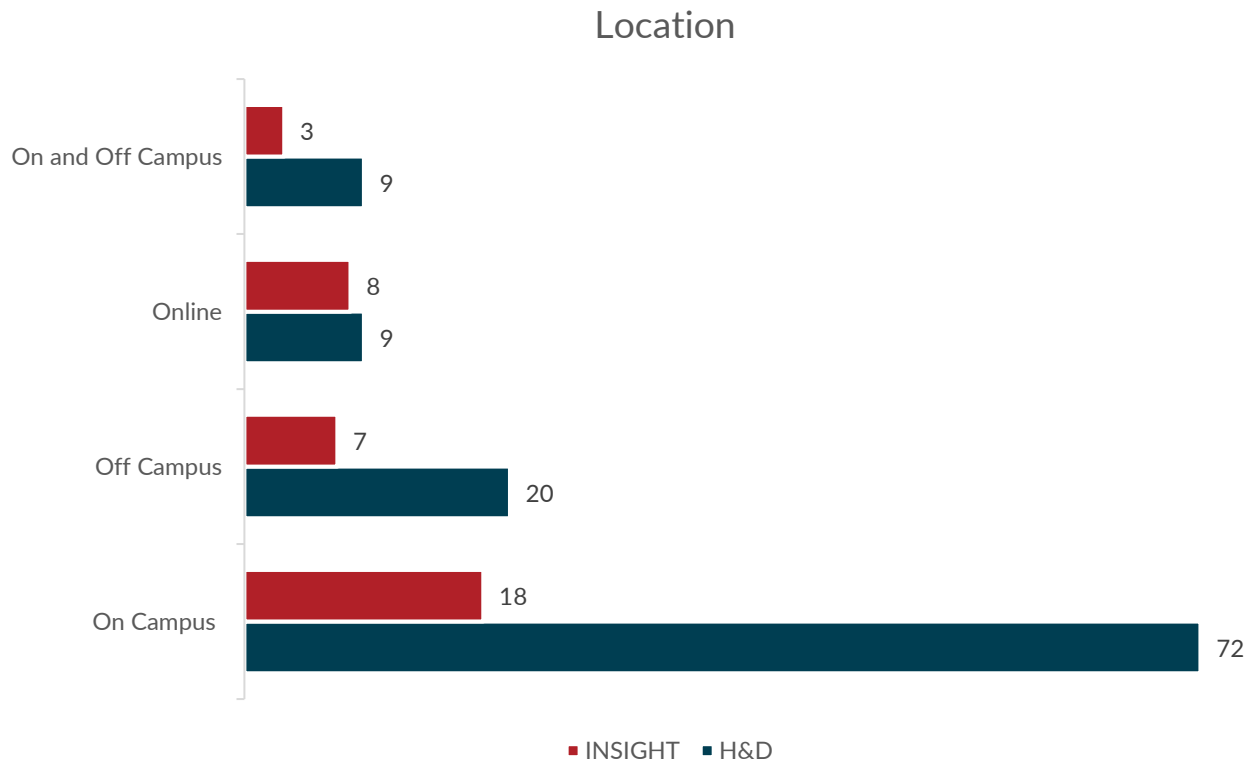
■ INSIGHT   ■ H&D

Most incidents reported or complained about under the policy occurred on campus (65%), followed by off campus (18%). 50% of incidents disclosed through IN-SIGHT occurred on campus and 22% occurred over electronic media.

DATES OF THE INCIDENTS

Complainants/reporters are asked to share when the incident being described took place. IN-SIGHT submitters are asked to share when the incident being described took place. Some incidents are one-time events with a specific date of occurrence, while others may occur more than once or be ongoing over weeks or months.

Incident Date

Category	INSIGHT	H&D
No Month Specified	6	0
Spring/Summer 2023	5	35
Winter 2022-23	12	42
Fall 2022	13	33

■ INSIGHT ■ H&D

The largest incidents reported or complained about under the Policy were in Winter 2022-2023 (December, January, February, March) and the largest incidents reported through the IN-SIGHT Tool took place in the Fall 2022 (September, October and November)

H&D ASSESSMENT INTAKE DECISION

This chart outlines the decision made by the Intake Team when initially reviewing a complaint or report.

## Intake Team Decision

- Formal referral ■ No referral
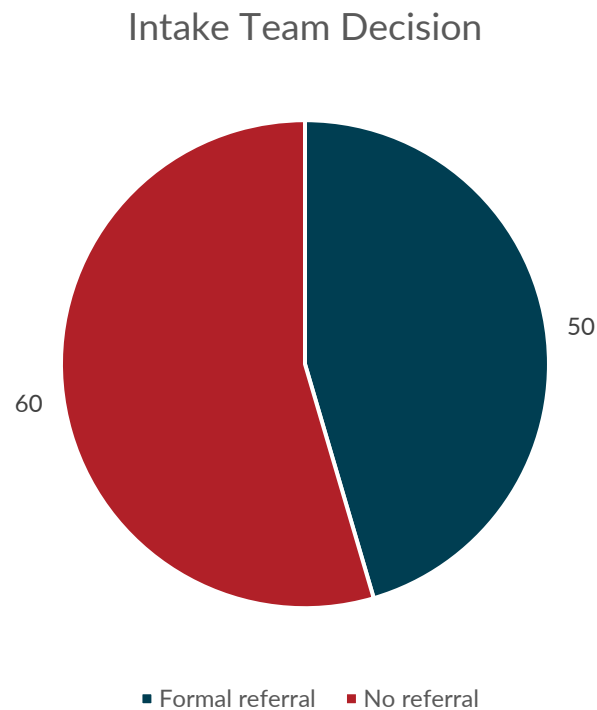
- Formal referral – The allegations in the complaint/report, if proven, would constitute an instance of harassment, discrimination, or reprisal per the university's policy. The incident is referred to a unit that conducts a formal investigation per applicable policies, and reports back to the Intake team once an outcome is known.

- No referral/informal resolution – The complaint/report does not contain information sufficient to substantiate allegations of harassment, discrimination, or reprisal per the university's policy. The complaint/report might also be considered frivolous or vexatious, already resolved, diverted to a grievance procedure per terms of a collective agreement or other policy, etc.

The Assessment Team formally referred 45% of complaints/reports received for investigation.

H&D REFERRAL UNIT

In 2022-2023, cases appropriate for formal investigation continued to be referred to one of the following university units for a formal investigation: Human Resources, Faculty Relations, the Student Misconduct Office in the Division of Student Affairs.

Referral Unit

Legend: ■ Faculty Relations ■ Human Resources ■ Student Affairs

Values shown: 21 (Faculty Relations), 8 (Human Resources), 21 (Student Affairs)
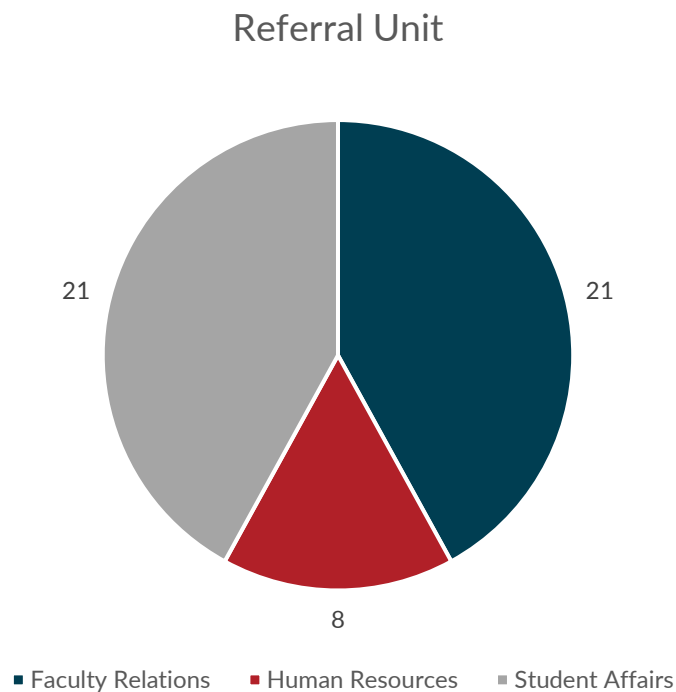
Starting September 2023, any cases deemed appropriate for investigation will generally be forwarded to the Office of Complaints and Investigations for the coordination of investigative processes when the respondent is not a student. Student Affairs will continue to investigate student complaints.

IN-SIGHT SPECIFIC DATA

The IN-SIGHT anonymous reporting form captures additional, specific self-reported data as outlined below.

Reported Behaviours	Total
Verbal abuse	15
Offensive joke	14
Persistent unwanted comments	11
Microaggression	9
Sign or symbol	9
Sexual abuse	6
Intimidation threads	5
Systemic	5
Denial of opportunity	4
Graffiti vandalism	4
Physical abuse	4
Failure to provide accommodation	2

Reported Grounds of Harassment/Discrimination/Bias/Hate	Total
Race/ancestry	8
Religion	7
Sex	7
Disability	4
Gender identity	4
Age	3
Citizenship	3
Gender expression	3
Sexual orientation	3
Family status	1

CONCLUSIONS AND NEXT STEPS

The increasing number of complaints, reports, and submissions through the Harassment and Discrimination Policy and IN-SIGHT in 2022-2023 suggests growing community awareness of and confidence in complaint and reporting avenues available at the university.

In order to build on the effectiveness of institutional discrimination/harassment prevention and response practices, we will explore the following over the coming year:

- Further awareness raising initiatives around incident reporting mechanisms
- Information sharing meetings with the Office of Complaints and Investigations and senior administrators to familiarize senior staff with the functions of the new office
- Ongoing Harassment and Discrimination Policy training and refreshers for community members, particularly those in positions of authority
- "Community of practice"-style dialogues with Human Resources, Human Rights and I-EDIAA professionals regarding the policy, support for community members, and how/when to report
- Continued refinement of practices in relation to management of complex harassment and discrimination cases (e.g. coordination of structures and services, addressing situations with unknown/unnamed respondents, addressing systemic matters)