

<b>SEXUAL MISCONDUCT Policy</b>			
<b>Effective Date</b>	August 6, 2019	<b>Policy Type</b>	Academic/Administrative
<b>Responsibility</b>	Director, Human Resources  Director, Student Services	<b>Cross-Reference</b>	<ol style="list-style-type: none"> <li>1. Student Misconduct: Academic and Non-Academic Policy</li> <li>2. Student Rights and Responsibilities Policy</li> <li>3. Protection of Privacy Policy</li> <li>4. Records Classification and Handling Policy</li> <li>5. Records Management Policy</li> <li>6. Respectful Workplace Policy</li> <li>7. Ethics and Accountability Policy</li> <li>8. Progressive Discipline Policy</li> <li>9. Employee Records Policy</li> <li>10. On-line Social Networking Policy</li> <li>11. Safe Disclosure Policy</li> <li>12. Residence Handbook</li> <li>13. Alberta Human Rights Act</li> <li>14. Criminal Code of Canada</li> </ol>
<b>Approver</b>	Executive Council/Academic Council	<b>Appendices</b>	<ol style="list-style-type: none"> <li>1. Sexual Misconduct Protocol</li> <li>2. Process</li> </ol>
<b>Review Schedule</b>	Every 2 years		

## 1. Policy Statement

1.1. The Northwestern Polytechnic(the “**Institution**”) is committed to:

1.1.1. preventing Sexual Misconduct;

1.1.2. providing a safe, secure environment where Members of the Polytechnic Community are able to work, learn and express themselves free from Sexual Misconduct;

1.1.3. fostering a culture and environment in which Sexual Misconduct is not tolerated;

1.1.4. maintaining an environment in which Members of the Polytechnic Community are secure and comfortable filing Reports in good faith;

1.1.5. recognizing that Sexual Misconduct can occur between individuals regardless of gender, gender identity, gender expression, marital status and sexual orientation.

1.1.6. recognizing that individuals who have experienced Sexual Misconduct may experience emotional, academic or other difficulties;

- 1.1.7. assisting those who have experienced Sexual Misconduct by providing detailed information and support, including the provision of, and/or referral to, both counselling and medical care, and offering accommodations where appropriate to do so (see also [Appendix 1](#));
- 1.1.8. ensuring that those who file a Report and are involved in an investigation of Sexual Misconduct are treated with compassion, dignity and respect throughout the process and that those persons understand the Institution's confidentiality obligations and the limits of those obligations;
- 1.1.9. recognizing that while individuals who have been subject to Sexual Misconduct are, to the extent possible, the decision-makers with regard to their own best interests, the Institution or Members of the Polytechnic Community may have obligations to file a Report or conduct an investigation where required by law or this Policy;
- 1.1.10. acting in accordance with the Polytechnic's policies and applicable legislation to ensure procedural fairness and confidentiality is afforded to the extent possible when receiving, investigating, and making determinations arising from a Report;
- 1.1.11. coordinating communication among Members of the Polytechnic Community and any relevant external agencies who may provide support and accommodation in response to a Report;
- 1.1.12. providing appropriate education, awareness and training programs and other supports to Members of the Polytechnic Community with regard to preventing and reducing the impact of Sexual Misconduct; and
- 1.1.13. monitoring and updating Institution policies to ensure they are effective and consistent with the Polytechnic's existing policies and best practices.

## 2. Policy Objective

- 2.1. The Sexual Misconduct Policy (the "**Policy**") is created to ensure that all Members of the Polytechnic Community may work and study in an environment that is free from Sexual Misconduct. It is also intended to set out the scope and nature of the Institution's response to Sexual Misconduct when a Report, as defined in this Policy, is filed to a Polytechnic Official.

## 3. Scope

- 3.1. This Policy applies to all Members of the Polytechnic Community.

## 4. Definitions

- 4.1. **Accomplice Sexual Misconduct** is Sexual Misconduct that is forced, manipulated, or coerced by an individual other than the parties engaged in the sexual activity giving rise to Sexual Misconduct and may include a partner, friend, or acquaintance of one or both of the parties engaged in the sexual activity giving rise to Sexual Misconduct.
- 4.2. **Age of Consent for Sexual Activity** is the age at which a person can legally consent to sexual activity in accordance with Canadian law. Age of consent laws apply to all forms of sexual activity, ranging from kissing, to fondling, to sexual intercourse.
- 4.3. **Institution Official** means a Member of the Polytechnic Community holding any one of the following positions:
  - 4.3.1. Director, Human Resources;
  - 4.3.2. Director, Student Experience; or
  - 4.3.3. Polytechnic Psychologist.

All Polytechnic officials will have sufficient and thorough training appropriate to their role. The Polytechnic Psychologist is required to adhere to the privacy and confidentiality requirements of the College of Alberta Psychologists' standards of practice and the Code of Ethics and Conduct.

Polytechnic Security can be utilized to make contract with a Institution Official.

- 4.4. Polytechnic Psychologist** is a mental health professional who is registered with the College of Alberta Psychologists and is employed by NWP to provide expert and timely mental health services to NWP students, provide proactive, preventative, and educational mental health programming to students and staff, and liaise with mental health professionals and stakeholders in the Grande Prairie area. The Polytechnic Psychologist is not an instructor at NWP but is employed under the Student Experience Division of NWP.
- 4.5. Consent** is the voluntary agreement to initiate and continuously engage in the sexual activity in question. It is the act of willingly agreeing to engage in specific conduct and requires that a person is able to freely choose between two options: yes and no. This means that there must be an understandable exchange of affirmative words that indicate a willingness to participate in mutually agreed upon course of communication or activity. The following terms further define Consent:
- 4.5.1. silence or non-communication must never be interpreted as Consent;
  - 4.5.2. a person in a state of diminished judgment cannot Consent;
  - 4.5.3. a person is incapable of providing Consent if they are asleep, unconscious or otherwise unable to communicate;
  - 4.5.4. a person who has been threatened or coerced (i.e. is not agreeing voluntarily) into engaging in sexual activity cannot Consent;
  - 4.5.5. a person may be unable to Consent when they are under the influence of alcohol and/or drugs;
  - 4.5.6. a person may be unable to Consent if they have a mental disability that diminishes the person's capacity to Consent;
  - 4.5.7. the fact that agreement was provided in the past to a course of sexual activity does not mean that Consent is deemed to exist for all future sexual activity;
  - 4.5.8. a person can withdraw Consent at any time during the course of sexual activity;
  - 4.5.9. it is the responsibility of all parties to a sexual activity to obtain Consent from the other parties to the sexual activity at all stages of the sexual activity.
- 4.6. Criminal Harassment** is prohibited by the *Criminal Code* of Canada and involves conduct that occurs on more than one occasion, and which collectively instills fear in the complainant or threatens the complainant's safety or mental health. Criminal harassment includes, without limitation, threats of harm to the target's friends and/or family, including, without limitation, voyeurism, stalking or otherwise following a person from place to place, non-consensual communications (including, without limitation, in person or via phone calls, emails or texts or social media); threatening or obscene gestures; surveillance; sending unsolicited gifts; "creeping" via social media/cyber-stalking; uttering threats; and indecent exposure.
- 4.7. Drug-Facilitated Sexual Assault** is the use of alcohol and/or drugs (prescription or non- prescription) by a perpetrator to control, overpower or subdue another person for the purposes of sexual activity.
- 4.8. Members of the Polytechnic Community** means all Polytechnic employees, students, Board members, industry partners, contractors, agents, service recipients and visitors on Polytechnic

property, and volunteers.

- 4.9. **Report** is a disclosure, whether verbal or written, intended to trigger an investigation and filed by any person to a Polytechnic Official to advise of an allegation of Sexual Misconduct involving at least one Member of the Polytechnic Community. An individual confiding in a Polytechnic Official will not be considered to have filed a Report unless the individual makes such an intention known.
- 4.10. **Sexual Assault** is conduct that violates the sexual integrity of another person. Sexual Assault may include, without limitation, physical contact, the use of force, threats, or control of a person that makes that person uncomfortable, distressed, or frightened, and that is carried out in circumstances in which that person has not freely, clearly, completely, and unequivocally provided Consent, or is incapable of providing Consent, to the conduct.
- 4.11. **Sexual Coercion** is a form of Sexual Harassment that may lead to Sexual Assault. Sexual Coercion includes, without limitation, the use of physical pressure or intimidation, emotional manipulation, blackmail, repetitious requests that have been refused, threats to individuals, including threats to an individual's family or friends. Sexual coercion also includes the promise of rewards or special treatment, for the purpose of persuading someone to do something they do not wish to do, such as being sexual or performing particular sexual acts.
- 4.12. **Sexual Exploitation** is Sexual Abuse that occurs within a relationship between an adult and minor where the relationship is one of trust, authority, or dependence, such that the ability for the minor to Consent may be impaired or unduly influenced, knowingly or unknowingly, by the nature of the relationship. Sexual Exploitation may also include situations where one person has an unfair advantage or influence over the other, such as where one person has a mental or physical disability.
- 4.13. **Sexual Harassment** is sexual behavior that is unwelcome or ought to be known to be unwelcome. It is sexual behavior that is personally offensive and debilitates morale. This could include, without limitations, Sexual Coercion, flirtations, advances, propositions, and comments about an individual of a sexual nature. Sexual Harassment may also include comments about an individual's appearance, gender, gender identity, gender expression or sexual orientation. It also includes the display of sexually suggestive and/or inappropriate sexually suggestive written or graphic material or objects, including, without limitation, photos, videos, or degrading comments that may offend another individual. It also includes, without limitation, voyeurism, dissemination of private images without explicit permission, physical stalking or otherwise following a person from place to place, leering, non-consensual communications (including, without limitation, communications in person, via phone, via email, or via social media), threatening or obscene gestures; surveillance, sending unsolicited gifts, "creeping" via social media or cyber-stalking; uttering threats, and indecent exposure, in addition to attempts and threats of any of the above activities.
- 4.14. **Sexual Misconduct** is to be broadly defined and liberally interpreted for the purposes of this Policy. Sexual Misconduct includes, without limitation, the following:
- 4.14.1. Accomplice Sexual Misconduct;
  - 4.14.2. Criminal Harassment.
  - 4.14.3. Drug Facilitated Sexual Assault;
  - 4.14.4. Sexual Assault;
  - 4.14.5. Sexual Coercion;
  - 4.14.6. Sexual Exploitation

4.14.7. Sexual Harassment; or

4.14.8. violation of the Age of Consent to Sexual Activity laws.

## 5. Confidentiality

- 5.1. Confidentiality is important to persons who have filed a Report or otherwise disclosed or been affected by Sexual Misconduct. In order to ensure individuals feel safe filing a Report or seeking support, the College makes every reasonable effort, subject to its obligations under this Policy and at law, to maintain the confidentiality of:
  - 5.1.1. the identity of any person disclosing an incident of Sexual Misconduct, filing a Report, or involved in an investigation;
  - 5.1.2. the particulars of any investigation arising from a Report; and
  - 5.1.3. the outcome of any substantiated or unsubstantiated Report.
- 5.2. It is important that individuals also understand the limits of confidentiality. In some circumstances, elements of a Report or an investigation, including those listed at 5.1 above, may have to be disclosed to other persons in whole or in part to satisfy legal obligations or procedural fairness requirements. For this reason, full anonymity of those involved cannot be guaranteed by the Polytechnic when a Report is filed.
- 5.3. When a Report is filed, sufficient information must be disclosed to any individual alleged to have committed Sexual Misconduct, so that individual may make a response to the allegation. This disclosure may need to include information about the identity of the person filing the Report.
- 5.4. Circumstances where elements of a Report or an investigation may have to be disclosed to another party include where:
  - 5.4.1. there is an imminent risk to the health and safety of another individual;
  - 5.4.2. procedural fairness or legislation requires a person or body to be provided information; or
  - 5.4.3. where the Institution is unable to initiate an investigation under this Policy.
- 5.5. Whether the Institution can maintain confidentiality in a given circumstance will be determined on a case- by-case basis by the Polytechnic, in consultation with any other parties deemed relevant. In circumstances where confidentiality cannot be maintained, the confidential information will be disclosed only to those parties, and only to the extent necessary, to comply with the source of the obligation.

## 6. Reporting Sexual Misconduct

- 6.1. Any Member of the Polytechnic Community may file a Report. A person who is not a Member may also file a Report if the Report concerns a person who is a Member of the Polytechnic Community.
- 6.2. The Polytechnic encourages any person who has been subject to Sexual Misconduct to file a Report.
- 6.3. A person who has witnessed, become aware of, or who believes on reasonable grounds that an incident of Sexual Misconduct has occurred by or against a Member of the Polytechnic Community is also encouraged to Report. However, the person should carefully consider the confidentiality and personal wishes of those persons subject to the Sexual Misconduct and may wish to get those persons permission before choosing to file a Report.

- 6.4. Members of the Polytechnic Community who have experienced Sexual Misconduct, or who are aware of other persons who have, are encouraged to access, consult and share the Polytechnic's accommodation and support resources. See Appendix 1 for additional details.
- 6.5. An individual who has filed a Report has the right to withdraw a Report at any time. However, the Polytechnic may continue to act on the allegations identified in the Report where necessary to comply with its legal obligations and the obligations set out in this Policy.
- 6.6. Reports may be filed in writing or verbally to a Polytechnic Official, including:
  - 6.6.1. the Director, Student Experience at 780-882-6065
  - 6.6.2. the Polytechnic Psychologist at 780-296-5796
  - 6.6.3. the Director, Human Resources at 780-876-0603; or
  - 6.6.4. Polytechnic Security.780-539-2700

A person filing a Report may be asked additional questions by the Polytechnic Official in the process of determining whether an investigation will follow, in accordance with Section 7. Polytechnic Officials receiving a Report will take prompt action to respond in accordance with this Policy.

- 6.7. Where a Report is filed, the Institution will exercise due care to protect and respect the rights of the person filing the Report and all other persons directly affected by the Report, subject to the obligations of this Policy.
- 6.8. The Polytechnic understands that individuals who have experienced Sexual Misconduct may wish to control whether and how their experience will be dealt with, whether by the Institution or by any other authority involved (such as the police). To the extent possible, the individual will retain this control. However, in certain circumstances, the Polytechnic may be obligated to investigate or inform another authority (such as the police), even in the absence of the individual's permission. The Polytechnic will use its best efforts to balance the personal wishes and confidentiality of individuals with its reporting obligations.
  - 6.8.1. Employees of the Polytechnic must, on witnessing, becoming aware of, or forming a belief on reasonable grounds that an incident of Sexual Misconduct has occurred:
    - 6.8.1.1. if there is an ongoing danger or likelihood of harm to the health and safety of another person, file a Report without delay;
    - 6.8.1.2. if the incident involves a minor person, file a Report without delay; and
    - 6.8.1.3. consider the requirements of any relevant codes of conduct and professional standards of practice to any professional organizations to which they belong, if applicable.
  - 6.8.2. The Polytechnic may choose to refer a Report to the police or another appropriate authority, whether or not the Polytechnic also chooses to investigate, in situations including where:
    - 6.8.2.1. the individual filing the Report requests that such an authority be contacted; or
    - 6.8.2.2. no person involved in a Report is a Member of the Polytechnic Community.
- 6.9. Polytechnic Officials provide ongoing resources to support and educate Members of the Polytechnic Community on their options when addressing issues of Sexual Misconduct. At any stage of a Report

or an investigation, or upon request, a Polytechnic Official may present an affected Member with an opportunity to meet with either the Polytechnic Psychologist or another mental health professional as appropriate. See also Appendix 1.

## **7. Investigations into Reports of Sexual Misconduct**

- 7.1. A person who files a Report, any person mentioned in a Report, and any person involved in a resulting investigation, shall be treated with dignity and respect. All parties involved will be informed as to the limits of confidentiality provided at Section 5.
- 7.2. Upon receipt of a Report, the Polytechnic Official receiving the Report, or another appropriate party who is assigned to address the Report, will act promptly and work with any parties deemed necessary to do any or all of the following:
  - 7.2.1. determine if the Report is initially credible enough to proceed;
  - 7.2.2. arrange for an impartial investigation to be conducted;
  - 7.2.3. collect and review documents, records, and any other relevant evidence;
  - 7.2.4. arrange for any reasonable accommodations necessary;
  - 7.2.5. ensure the safety of all Members of the Polytechnic Community is secured before, during, and after any investigation;
  - 7.2.6. ensure all Members of the Polytechnic Community affected by any Report, investigation, or the events prompting a Report or an investigation, are aware of support resources made available by the Polytechnic (including those at Appendix 1); and
  - 7.2.7. ensure that Members of the Polytechnic Community who are respondents to a Report receive due procedural fairness throughout the process.
- 7.3. Upon completion of an investigation, the investigating party will make a determination of fact in a written investigation report within a reasonable time of concluding the investigation. A summary of the outcome of the investigation may be provided to persons deemed appropriate by the Polytechnic, including the person who filed the Report and the respondent.
- 7.4. Where a Report substantiates an allegation in whole or in part, the Respondent will be afforded a reasonable opportunity to appeal the outcome of the investigation. Reasonable time will be given to the Respondent to appeal in writing with the Director, Human Resources.
- 7.5. Where the respondent to a Report is a Polytechnic employee who is under a collective agreement, where any portion of this investigation procedure is inconsistent with a procedure specified in that collective agreement, the collective agreement will govern to the extent necessary to resolve the inconsistency.

## **8. Responses to Reports and Investigations of Sexual Misconduct**

- 8.1. Sexual Misconduct is a significant violation of this Policy and the Polytechnic's expectations. It is considered a serious offence and responses to a finding that a Member of the Polytechnic Community has committed Sexual Misconduct will be addressed as set out in Section 11.
- 8.2. In addition to any other recourse available to the Polytechnic under its policies, procedures, or collective agreements, nothing prevents the Polytechnic from informing the police, the Human Rights Commission, its legal counsel, or any other authority of the outcome of an investigation where it is

appropriate to do so.

- 8.3. If a person files a Report in good faith, but the Report is not substantiated, the Report will be dismissed and no record of it will be maintained in the records of any Member of the Polytechnic Community named in or affected by the Report or the corresponding investigation.
- 8.4. If it is determined that a person filing a Report has done so for the purpose of annoying, embarrassing, or causing harm to another person without just cause, or if the Report is otherwise frivolous, vexatious, or filed in bad faith, the person filing the Report will have violated this Policy and may be subject to discipline in accordance with Section 11.



## 9. Protection from Reprisals, Retaliation, Threats and Academic Protection

- 9.1. It is a violation of this Policy for anyone to retaliate, engage in reprisals or threaten to retaliate against any individual for having:
- 9.1.1. filed a Report;
  - 9.1.2. participated in an investigation;
  - 9.1.3. pursued their rights under this Policy or any applicable legislation, including the *Alberta Human Rights Act*; or
  - 9.1.4. associated with a person who has done the above.

## 10. Academic Protection and Discussion

- 10.1. The Polytechnic recognizes its dual responsibility to preserve academic freedom while ensuring the safety of Members of the Polytechnic Community. It is acknowledged that lectures, presentations, seminars or artwork that are part of a recognized course of study or are being presented with the prior approval of the Polytechnic on campus, including materials presented verbally or in writing as part of such course or display, may contain images and words that may be considered offensive for some people. Presentations, works, and other forms of open discussion, whether verbal or in writing, made in pursuit of academic objectives or that are pre-approved by the Polytechnic may not be Sexual Misconduct under the provisions of this Policy.

## 11. Violations

- 11.1. Any Member of the Polytechnic Community who violates this Policy may be disciplined or sanctioned, subject to any other policies, procedures, or collective agreements, up to and including termination, expulsion, or such other response as deemed appropriate by the Polytechnic in the circumstances.
- 11.2. Where the Member is a Polytechnic contractor, supplier, volunteer, visitor on campus, or any other person, the Polytechnic will review the nature of its relationship with that person, and where appropriate, may take any action determined necessary including terminating its relationship with that person, cancelling services, or prohibiting attendance on Polytechnic property.
- 11.3. Any sanction or discipline will consider, in addition to any other relevant document:
- 11.3.1. where the Member is a student, the *Student Misconduct: Academic and Non-Academic Policy* and the *Student Rights and Responsibilities Academic Policy*, and
  - 11.3.2. where the Member is a Polytechnic employee, faculty, or staff member, any employment contract and any collective agreement.

## 12. Multiple Proceedings

- 12.1. Where criminal, civil or administrative proceedings are commenced as a result of a Report or a violation of this Policy, the Polytechnic reserves the right to conduct its own independent investigation and make its own determination in accordance with its policies and procedures. The Polytechnic may also choose to defer any investigation pending the outcome of another proceeding.
- 12.2. Where there is an ongoing criminal investigation, the Polytechnic will cooperate with the legal authorities conducting the investigation.

12.3. In all cases, Polytechnic Officials may consult with law enforcement, professional or regulatory bodies, legal counsel, or other appropriate parties to determine how best to proceed in addressing any Report, subject to the limits of confidentiality provided at Section 5.

## 13. Records Management

13.1. Records relating to alleged or substantiated Sexual Misconduct, or otherwise related to this Policy, including any process, Report, investigation, accommodation, or response made under this Policy, will be maintained and disposed of in accordance with appropriate Polytechnic policies relating to the collection, use and disclosure of personal information and record keeping, including the:

- 13.1.1. *Records Classification and Handling Policy,*
- 13.1.2. *Records Management Policy,*
- 13.1.3. *Protection of Privacy Policy,* and
- 13.1.4. *Employee Records Policy,*

and such other policies, procedures, collective agreements or legislation which may apply.

13.2. The Polytechnic acknowledges that records retained in accordance with Section 13.1 contain sensitive information and will be addressed appropriately under the *Records Classification Handling Policy* (or such other relevant policies).

13.3. The Polytechnic may maintain information or statistics on the number of Reports, the number of investigations, or the nature of responses made by the Polytechnic.

## 14. Other Resources and Supports Available

14.1. Appendix 1 of this Policy provides a list of Polytechnic resources available to support persons affected by Sexual Misconduct.

## 15. Roles and Responsibilities

Stakeholder	Responsibilities
Academic Council/ Executive Council	Approve and formally support this Policy
Vice-President, Academic and Research	<ul style="list-style-type: none"> <li>• Policy monitoring &amp; refinement</li> <li>• Relationship management: external agencies</li> <li>• Manage implementation of investigation results</li> </ul>
Director, Human	<ul style="list-style-type: none"> <li>• Receive Reports</li> <li>• Determine responses to Reports based on known and available</li> </ul>

Resources  Director, Student Experience	<p>facts arising from the Report and related investigation</p> <ul style="list-style-type: none"> <li>• Arrange for reasonable accommodation &amp; support for affected parties</li> <li>• Develop and implement an information management strategy related to Reports</li> <li>• Arrange for and oversee investigations arising from Reports</li> <li>• Make recommendations based on investigation results</li> <li>• Manage responses</li> </ul>
Polytechnic Security	<ul style="list-style-type: none"> <li>• Receive Reports and must contact a Polytechnic Official</li> <li>• Provide immediate response to Reports, including identification of short- term response needs and initial data collection.</li> </ul>
Polytechnic Psychologist	<ul style="list-style-type: none"> <li>• Receive Reports, assists and advocates for victims, and refers them to other campus officials for formal proceedings.</li> <li>• Adhere to privacy legislation, including the Personal Information Protection Act (PIPA) that came into force in Alberta on January 1, 2004</li> <li>• Adhere to the College of Alberta Psychologists' Standards of practice and Code of Ethics and Conduct regarding the privacy and Confidentiality of all individuals.</li> </ul>
President and CEO	<ul style="list-style-type: none"> <li>• Receive recommendations arising from investigations</li> <li>• Confirm or refine recommendations</li> <li>• Implement recommendations where appropriate</li> </ul>

## 16. Exceptions to the Policy

16.1. Exceptions to the guiding principles in this policy must be documented and formally approved by the Director, Human Resources or Director, Student Experience.

16.1.1. Policy exceptions must describe:

- 16.1.1.1 the nature of the exception;
- 16.1.1.2 a reasonable explanation for why the policy exception is required;
- 16.1.1.3 any risks created by the policy exception; and
- 16.1.1.4 evidence of approval by the President and CEO

## 17. Inquiries

17.1. All inquiries in regard to this Policy should be directed to the Director, Student Experience for Polytechnic students, and to the Director, Human Resources for all non-student Members of the Polytechnic Community.

## 18. Amendments (Revision History)

18.1. Amendments to this policy will be published from time to time and circulated to the NWP Community.

# SEXUAL MISCONDUCT POLICY

- 18.2. Approved by Executive Council: August 6, 2019
- Approved by Academic Council: May 24, 2019
- Approved by Executive Council: March 5, 2019
- Approved by Executive Council: October 23, 2018

## Appendix 1 – Polytechnic Support & Resources

If you have been affected by Sexual Misconduct, it is important that you understand you are not alone. The Polytechnic provides access to a significant network of support and resources to help assist you. You are empowered to connect with and utilize these resources as you feel comfortable. Accessing resources or support networks does not require you to file a Report of Sexual Misconduct.

### 1. If You Have Experienced Sexual Misconduct

1.1. Polytechnic support is available through both on-campus and off-

campus resources including: NWP Mental Health Services:

GP: 780-539-2069, [mentalhealth@NWP.ab.ca](mailto:mentalhealth@NWP.ab.ca)

FV: 780-772-0987,

[mentalhealthfv@NWP.ab.ca](mailto:mentalhealthfv@NWP.ab.ca)

Polytechnic Security.780-539-  
2700

Elder in Residence:

Loretta Parenteau-English

780-539-2988, [Lenglish@NWP.ab.ca](mailto:Lenglish@NWP.ab.ca)

Enterprise Risk Management:

Nathaniel Smith 780-539-2925, [nsmith@NWP.ab.ca](mailto:nsmith@NWP.ab.ca)

1.1. Off-Campus Resources

#### 1.1.1. Victim Services

To reach your local victim services office afterhours, contact your local RCMP Detachment or call 9-1-1. Most victim services offices provide crisis intervention, resources, victim programs, and court support.

- Grande Prairie & District Victim Services  
780-830-5755
- Fairview & District Victim Services  
780-835-4557
- Jasper Victim Services  
780-852-2275
- Hinton Victim Support Services  
780-740-2227
- Edson & District Victim Services  
780-723-8813

- Grande Cache Victim Services  
780-827-3440

1.1.2. **Pace Centre – Grande Prairie:** 780-539-6692

Monday to Friday, 8:30 am to 4:30 pm (closed from 12:00 pm-1:00 pm) Provides sexual violence trauma therapy, crisis intervention, and education.

1.1.3. **24-Hour Helplines**

- Mental Health Help Line: 1-877-303-2642 (available to all Alberta residents)
- Odyssey House Shelter for Women & Children 24-hour Crisis Line: 780-532-2672
- Fairview Crossroads: 1-877-835-2120
- Kids Help Phone: 1-800-668-6868 (up to age 20; available to all Canadians)
- Alberta Health Services (AHS) Addictions Help Line: 1-866-332-2322
- Indigenous Mental Health Help: 1-855-242-3310
- Bullying Help Line: 1-888-456-2323
- Family Violence Info Line: 310-1818
- Health Link: 811
- Crisis Services Canada: 1-833-456-4566 (toll free)  
(or text 45645 between 2pm – 10pm Alberta time)

## 2. If You Would like to File a Report

2.1. It may be difficult to file a Report when you are the victim/survivor of Sexual Misconduct. It is entirely up to you whether you choose to file a Report. However, the Polytechnic strongly encourages you to do so. Persons filing a Report will continue to be assisted and provided resources and support.

2.1.1. If you are a student of the Polytechnic who has experienced or witnessed Sexual Misconduct, the Polytechnic encourages you to visit or call the Director, Student Experience at 780-882-6065 and/or the Polytechnic Psychologist 780-296-5796 to make a Report.

- 2.1.2. If you are a non-student Member of the Polytechnic Community who has experienced or witnessed Sexual Misconduct, the Polytechnic encourages you to visit or call the Director, Human Resources at 780-876-0603 to make a Report.
    - 2.1.3. You may contact any Polytechnic Official for further assistance or direction at any time. Speaking to a Polytechnic Official about your experience will not be considered filing a Report if you do not want to proceed formally.
  - 2.2. The process which follows a Report being filed is set out in the Polytechnic's Sexual Misconduct Policy. However, if you have questions or concerns about this process, you may contact a Polytechnic Official at any time to ask questions or gain information before or after filing a Report.
  - 2.3. You have the right to withdraw a Report at any time. However, the Polytechnic may continue to act on the allegations identified in the Report in order to comply with both its legal obligations and the obligations set out in the Policy.
  - 2.4. If you make a good faith Report, but a subsequent investigation does not substantiate that Report, the Report will be dismissed and no record of it will be maintained in your record or the records of any Member of the Polytechnic Community named the Report or the corresponding investigation.
  - 2.5. You may, in addition to or instead of making a Report, wish to contact an authority such as the police about your experience. A Polytechnic Official can assist you with this process should you wish.
- 3. What to Do if Someone Discloses Sexual Misconduct to You**
  - 3.1. A person who has experienced Sexual Misconduct may choose not to file a Report but instead to confide in another Member of the Polytechnic Community, such as a student, instructor, staff member, or coach about an act of Sexual Misconduct. They may also seek support or an academic accommodation.
  - 3.2. If a person chooses to confide in you, you should be supportive and not try to pre-empt, pressure, or co-opt their decision-making.
  - 3.3. If a person chooses to disclose their experience of Sexual Misconduct to you, a supportive responsive may include:
    - 3.3.1. listening without judgement and accepting the disclosure;
    - 3.3.2. communicating that Sexual Misconduct is not the fault of the victim/survivor;
    - 3.3.3. helping the individual identify and/or access available on- or off-campus services, including emergency medical care and counselling;

- 3.3.4. respecting the individual's right to choose the support services the individual feels are most appropriate and to decide whether to file a Report to a Polytechnic Official or another authority;
- 3.3.5. recognizing that disclosing can be traumatic and an individual's ability to recall the events related to the Sexual Misconduct may be limited;
- 3.3.6. respecting the individual's choices as to what and how much they disclose about their experience; and
- 3.3.7. if you are a Polytechnic employee:
  - 3.3.7.1. informing the individual that you cannot guarantee confidentiality, as you may be required to file a Report with regard to the information provided to you in accordance with the Sexual Misconduct Policy or other legislation; and
  - 3.3.7.2. that you will make every reasonable effort to respect their confidentiality and personal wishes and those of other affected parties.

3.4. At all times, you must be considerate of the personal wishes of the person confiding in you. Confiding does not necessarily mean they wish to file a Report. You should not file a Report without their permission unless the circumstances require such a Report be filed in accordance with the Sexual Misconduct Policy or other legislation.

#### **4. Communicating with Individuals who have Experienced Sexual Misconduct**

4.1. Sensitive and timely communication with individuals who have experienced Sexual Misconduct, and their family members (when an individual consents to such communication) is a central part of the Polytechnic's response to Sexual Misconduct.

4.2. To facilitate communication, the Polytechnic will:

designate staff members to be responsible for advocacy for Members of the Polytechnic Community who have experienced Sexual Misconduct;

4.2.1. ensure Polytechnic Officials respond in a prompt, compassionate, and personalized manner upon receipt of a Report; and

4.2.2. ensure that persons filing a Report, and all directly affected Members of the Polytechnic Community are provided with



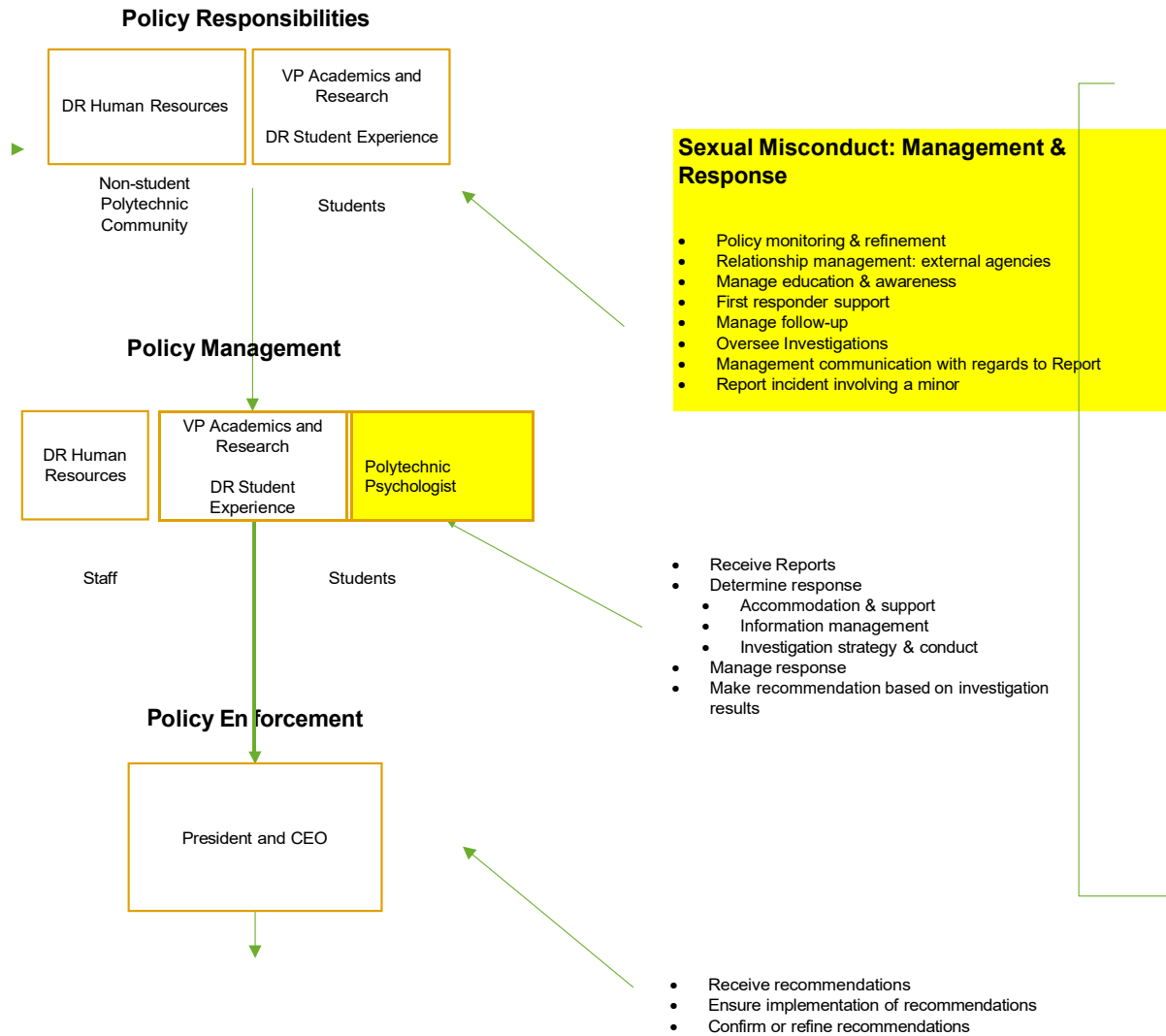
reasonable updates about the status of an investigation, as reasonably determined by the Polytechnic Official overseeing the investigation and any applicable legislation.

## 5. Roles and Responsibilities of the Polytechnic and Members of the Polytechnic Community

- 5.1. While everyone at the Polytechnic has a role to play in responding to incidents of Sexual Misconduct, some campus members will have specific responsibilities, which include:
  - 5.1.1. on-campus health supports to provide psychological and emotional support, assist with safety planning, and make referrals to other services, including medical services;
  - 5.1.2. faculty, staff and administrators to facilitate academic accommodations and other academic needs of those who have experienced Sexual Misconduct;
  - 5.1.3. residence staff to facilitate safe living arrangements;
  - 5.1.4. Human Resources staff to assist with any incidents relating to staff; and
  - 5.1.5. security officials to assist with investigations and gathering evidence, implement measures to reduce Sexual Misconduct on campus, and collaborate with local police where appropriate

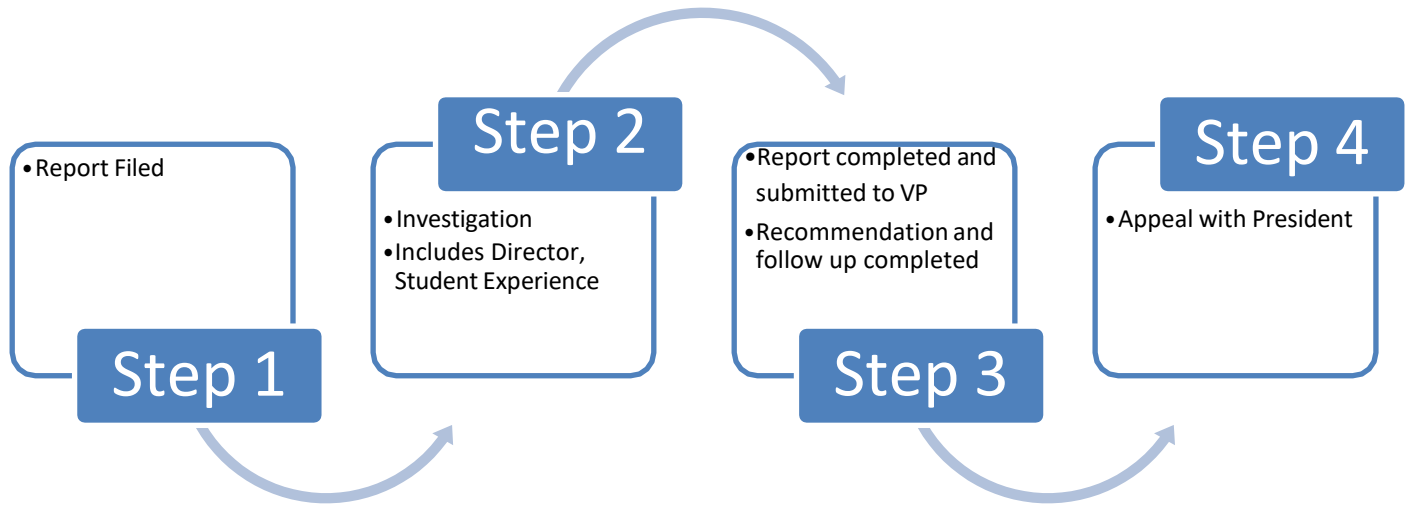
## 1. Response to a Report of Sexual Misconduct

1.1. The diagram below indicates the overall framework the Polytechnic will use to manage its response to disclosures or reports of sexual misconduct.



## Appendix 2 – Process

### 1. Student Report - Procedure



### 2. Employee Report - Procedure

