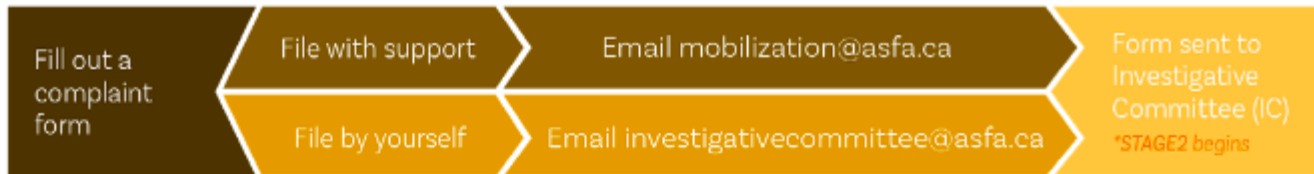


**THE ARTS AND SCIENCE FEDERATION OF ASSOCIATIONS’
POLICY AGAINST DISCRIMINATION, HARASSMENT AND VIOLENCE**

**STAGE 1
COMPLAINT**



**STAGE 2
INVESTIGATION**



**STAGE 3
DECISION**



**THE ARTS AND SCIENCE FEDERATION OF ASSOCIATIONS’
POLICY AGAINST DISCRIMINATION, HARASSMENT AND VIOLENCE**

**Written by the ASFA Task Force
to Eliminate Racial and Sexual Harassment and Violence**

**Adopted October 8th, 2018
Amended May 24th, 2020
Amended May 29th, 2021
Amended May 26th, 2022**

Purpose: this policy aims to eliminate all forms of discrimination, harassment, and violence within the ASFA community and to hold members of the ASFA accountable for their actions.

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Section 1 SCOPE

1.1. This policy applies to all Students, Employees, Executives, Representatives or Councilors of ASFA and of its Member Associations.

1.2. **Cautionary remark:** The ASFA is not equipped or trained to provide adequate direct support to survivors or victims of Discrimination, Harassment, and Violence. This policy is not an adequate replacement for sustained survivors' support. If you or anyone you know has been impacted by Discrimination, Harassment or Violence, we encourage you to seek help from the Concordia's Sexual Assault Resources Center, the Concordia's Center for Gender Advocacy or other relevant support networks.

Section 2 OBJECTIVES

2.1. The aim of this Policy is to combat and prevent Discrimination, Harassment and Violence within the ASFA Community, particularly racism, sexism, ableism, transmisia, homomisia and sexual violence, in order to promote a culture on campus that encourages respectful and non-harmful behaviour.

2.2. This policy aims to hold the Members of the ASFA Community accountable for their actions, and to allow the ASFA to take responsibility for the environment and cultures that it fosters.

2.3. The ASFA shall take reasonable action to prevent Harassment, Discrimination and Violence and to ensure that members of the ASFA and Concordia Community can learn, work, and be involved in a campus life free of civil rights violations and violence in all its forms.

Section 3 DEFINITIONS

3.1. Care, Culture and Equity Commissioner: A consultant hired by the ASFA to ensure the safe participation of marginalized groups in the ASFA and its subsidiaries while working with members to develop long-term strategies to shift the culture within the ASFA.

3.1. Complaint: Allegation of Harassment, Discrimination or Violence filed by a Complainant against a Respondent, in accordance with section 6 of this Policy.

3.2. Complainant: A Member of the Concordia Community who considers that they suffer prohibited Harassment, Discrimination or Violence as defined by the Policy, or who has witnessed such actions, by one or a group of Members of the ASFA Community.

3.3. Councilor: A member of the ASFA's board of directors as defined in section 5 of the General By-Laws of the ASFA.

3.4. Discrimination: Any action, behavior, or decision based on prohibited ground (such as pregnancy, age (except as provided by law), historically marginalized race, colour, gender identity, sexual orientation, civil status, religion, political conviction, language, ethnic or national origin, social condition, a disability or the use of any means to palliate a disability) which results in the exclusion or preference of an individual or group within the ASFA Community.

3.5. Employee: An Employee of the ASFA or of one of its Member Associations, including volunteers.

3.6. Executive: A member of the executive body of the ASFA or of the executive body of one of its Member Associations.

3.7. Harassment: Harassment includes psychological harassment which includes but is not limited to unwanted physical or verbal behaviour, which offends or humiliates and that persists over time. Serious one-time incidents can also be considered harassment if it has a significant and lasting impact on the Complainant. Harassment also includes sexual harassment, which refers to any unwanted sexual communication or attention that is offensive, intimidating, or humiliating, including in the context of a same-sex interaction. Harassment can take verbal, written, physical and/or visual forms.

Harassment based on prohibited ground of Discrimination (listed at section 3.3) is considered as discriminatory harassment. Special attention will be paid to reports of discriminatory harassment centered around power imbalances, specifically against marginalized individuals, which can take the form of sexism, transmisia, homomisia, ableism, racism and classism.

- i. Homomisia refers to a strong dislike of homosexuals and homosexuality. More broadly, it is the systematic oppression, discrimination, or exclusion of same sex individuals. It is commonly referred to as homophobia.
- ii. Ableism refers to discrimination, prejudice, or exclusion against individuals with disabilities. More broadly, it is the systematic oppression, discrimination, or exclusion directed against disabled people based on the belief that 'normal ability' is superior.
- iii. Transmisia refers to a strong dislike for trans people and gender diversity. More broadly, it is the systemized discrimination or antagonism/opposition of transgender/nonbinary/genderqueer/agender persons. It is commonly referred to as transphobia.

- iv. Classism refers to prejudice, discrimination, or exclusion between people of different social or economic classes. More broadly, it is the systematic oppression of subordinate groups by the dominant class group(s) which reinforces notions of superiority between different classes.

Note: “Misia” in the above terms refers to hate, hatred, disgust, or revulsion of something.

- 3.8. Investigative Committee: A committee of the ASFA which has been mandated to process complaints of Harassment, Discrimination and Violence.
- 3.9. Member of the ASFA Community: Students, Employees, Executives or Councilors of ASFA and of its Member Associations.
- 3.10. Member of the Concordia Community:
 - i. Members of the ASFA Community;
 - ii. Any other students or Employees of Concordia University.
- 3.11. Minorities and Marginalized Individuals: Gender minorities, sexual minorities, religious minorities, racialized minorities, people with disabilities, BIPOC (Black, Indigenous and people of colour) and other similar groups.
- 3.12. Mobilization Coordinator: The ASFA executive who is responsible for overseeing all advocacy related affairs of the ASFA.
- 3.13. Policy: The Arts and Science Federation of Association’s Policy against Discrimination, Harassment and Violence.
- 3.14. Racial Violence: Any violence, physical or psychological, against racialized persons, including self-identified racialized persons carried out through the targeting of that person's assumed or self-identified race, or through the targeting of marginalized racial groups that person may belong to or be assumed to belong to. This violence may take many forms.
- 3.15. Respondent: A Student, Employee, Executive or Councilor of ASFA or of its Member Associations or a group of these individuals against which allegations of Harassment, Discrimination or Violence have been made by a Complainant.
- 3.16. SARC: Concordia’s Sexual Assault Resources Center.

3.17. Sexual Violence: Any violence, physical or psychological, carried out through sexual means or by targeting sexuality. This includes, but is not limited to sexual assault, sexual harassment, stealthing, stalking, indecent exposure, voyeurism, forced exposure degrading sexual imagery, distribution of sexual images or video of a Member without their consent, and cyber harassment or cyber-stalking of a sexual nature or related to a Member's sexual orientation, gender identity or presentation, including same-sex Sexual Violence.

3.18. Violence: The intentional use of physical force or power, threatened or actual, that either results in or has a high likelihood of resulting in injury, psychological harm, deprivation or death.

3.19. The ASFA Task Force: The ASFA Task Force to Eliminate Racial and Sexual Harassment and Violence, created to implement concrete steps to prevent and sanction racism, sexism, and other forms of prohibited Discrimination, Harassment or Violence within the ASFA Community.

Section 4. RESPONSIBILITIES AND DUTIES

4.1. All Employees, Executives, Representatives or Councilors of ASFA and of its Member Associations have a responsibility to familiarize themselves with this Policy, to respect it, to apply it when necessary, and to uphold it within the ASFA community. They shall sign a commitment form to that effect.

4.2. If any prohibited conduct under this Policy is brought to the attention of an Employee, Executive, Representative or Councilor of ASFA and of its Member Associations, they are required to inform the potential Complainant of the formal complaint process provided for in this Policy.

4.3. Failure to take reasonable action to inform potential Complainants of the complaint process, their rights under this process, and potential outcomes of this process may result in disciplinary action.

4.4. Failure by an ASFA's Member Association to comply with this Policy might result in their budget being frozen, as set out under Part V of the ASFA Standing Regulations.

4.5. Survivors of Discrimination, Harassment or Violence have options when deciding where and how to file a formal report or Complaint. Reporting options are not mutually exclusive. Complainants are welcome to pursue multiple avenues against the Respondent externally, including through the criminal justice system and human rights tribunal.

Section 5. THE INVESTIGATIVE COMMITTEE

5.1. Composition and eligibility criteria

5.1.1. The Investigative Committee shall consist of:

- i. The Care, Culture and Equity Commissioner;
- ii. Two ASFA Councilors with demonstrated knowledge about sexual and racial violence and human rights;
- iii. One or both of the co-chairs from the ASFA Task Force;
- iv. Two ASFA members-at-large with demonstrated knowledge regarding power dynamics and how systems of oppression operate within campus spaces; which perpetuate existing social inequalities;
- v. Two alternate backup members (ASFA Councilors).

5.1.2. The following individuals are not eligible to serve on the Investigative Committee:

- i. Anyone who has been convicted of a sexual offence;
- ii. Anyone who has been convicted of an offense against the person;
- iii. Anyone who has been found liable for prohibited discrimination under human rights legislation or employment standards legislation;
- iv. Anyone who has had disciplinary action taken against them for reasons of harassment, violence, or discrimination, including pursuant to this policy or similar policies of other institutions.

5.1.3. All members of the Investigative Committee shall have anti-oppression workshop specific to anti-harassment, discrimination and violence, as well as a training regarding how to conduct investigations within two months of appointment. The Mobilization Coordinator is responsible for coordinating the training. A budget shall be set aside for that purpose.

5.1.4. Inclusion of Minorities and Marginalized Individuals, and people who have experienced identity-based Discrimination, Harassment or Violence, shall be a priority when filling Investigative Committee positions.

5.2. Appointment

- 5.2.1. Members of the Investigative Committee shall be appointed as follows:
 - i. The Care, Culture and Equity Commissioner is chosen through the ASFA Hiring Committee;
 - ii. The two Councilors are elected at the June ASFA regular council;
 - iii. One member of the Task Force are appointed internally by the ASFA Task Force based on experience, willingness and capacity;
 - iv. The ASFA Member at large are chosen through the Appointment Committee by July 20th of each year;
 - v. The two alternate members (Councilors) will be elected at the June ASFA regular council.
- 5.2.2. The mandate of every member of the Investigative Committee ends on May 31st of each year.
- 5.2.3. In the absence of a Care Culture and Equity Commissioner, the Mobilization Coordinator will be the Chairperson of the Committee.

5.3. Mandate

- 5.3.1. The Investigative Committee must:
 - i. Apply this Policy in case of a Complaint regarding alleged Harassment, Discrimination or Violence;
 - ii. Investigate cases of alleged Discrimination, Harassment or Violence by Members of the ASFA Community;
 - iii. Prepare a written report of the results of the investigation;
 - iv. Suggest disciplinary measures where warranted;
 - v. Maintain appropriate records and filing of reports;
 - vi. Follow up on Complaints;
 - vii. Manage communications about Complaints and application of the Policy;
 - viii. Apply principles of natural justice.

5.4. Disqualification

- 5.4.1. If a complaint is made against an Investigative Committee member, they will be automatically suspended for the duration of the investigation. If they are subjected to a disciplinary measure under this Policy, they will be removed from their position and barred from serving on the Investigative Committee.

5.5. Vacancy

- 5.5.1. Any vacancy shall be filled as soon as possible, no later than 4 weeks after the vacancy occurred. More precisely:
 - i. A Councilor seat shall be filled during the council meeting following the vacancy;
 - ii. If the ASFA Member seat is vacant, a call out shall be sent no more than 2 weeks following the vacancy, and the member shall be chosen in the following 2 weeks by the appointment committee.
- 5.5.2. Despite any vacancy, the Investigative Committee may continue to act, as long as there is quorum.

5.6. Quorum and vote

- 5.6.1. Quorum shall be three Investigative Committee members.
- 5.6.2. The decision shall be made in closed session on a consensus-minus-one (1) basis.
- 5.6.3. If, due to exceptional circumstances, decisions must be made without quorum, this shall be explicitly noted in the decision.

5.7. Powers

- 5.7.1. The Investigative Committee has the power and authority to make decisions to protect the safety of the Members of the ASFA Community.
- 5.7.2. When these decisions shall be ratified by ASFA Council, Councilors shall recognize and rely on the expertise of the Investigative Committee on issues of Discrimination, Harassment and Violence in the Concordia community.

5.8. Code of Conduct of Investigative Committee Members

- 5.8.1. The members of the Investigative Committee shall carry out their duties and responsibilities with integrity, independence, care, diligence and good faith.
- 5.8.2. The members of the Investigative Committee shall ensure the confidentiality of all information concerning a Complaint of which they become aware while conducting the investigation process and they shall not discuss ongoing cases outside of meetings in closed session.
- 5.8.3. The members of the Investigative Committee shall avoid placing themselves in a position where their personal interest is in conflict with that of the Parties involved.
- 5.8.4. The members of the Investigative Committee shall disclose to the other members any real or perceived conflicts of interest as such conflict arise. Where a member who has participated has a conflict, they shall disclose it, and it shall be noted in any decision made. A potential conflict of interest will arise whenever a member of the Investigative Committee is in position to influence the conduct of the investigation or other related matters in ways that could lead to personal gain for the member or a related party (e.g. family, friends, etc.).
- 5.8.5. The members of the Investigative Committee shall be removed from an investigation process when they are in a situation of conflict of interest or in a context in which their independence could be called into question. The vacancy should be filled by an alternate member of the Investigative Committee who has been approved by the Investigative Committee.

Section 6. PROCEDURE FOR ADDRESSING COMPLAINTS

6.1. Confidentiality

- 6.1.1. Reporting incidents of Discrimination, Harassment or Violence for the purposes of support, assistance or accommodation is confidential.
- 6.1.2. Complaints will be treated sensitively by the ASFA. Only the individuals who must be aware of information shall have full access to the information disclosed.
- 6.1.3. The motions passed in closed session shall be put in the minutes of the meeting which are public record, but the details of the case shall remain in closed session.

- 6.1.4. Confidentiality cannot be maintained where information needs to be disclosed to appropriate authorities in order to address a risk to the health and safety of Members of the ASFA Community or where the ASFA is obliged by law to disclose the information. For example, confidentiality cannot be maintained where:
- i. an individual is at risk of imminent and serious harm to themselves or others;
 - ii. reporting or investigation is required by law (for example, sexual or physical abuse involving a person under 18 years of age).

6.2 Initiation and Intake of Complaints

- 6.3.1. A Complainant and Respondent can decide to advocate for themselves. They can also be represented by a representative from the CSU Advocacy Center.
- 6.3.2. A Complainant shall file a complaint in writing in sufficient detail. Complaint forms are available on the ASFA website.
- 6.3.3. The Complainant or their representative may submit the form to the Investigative Committee by email to investigativecommittee@asfa.ca. The Complainant can also decide to fill out a form at the ASFA office, in which case they shall have access to a private space to fill the Complaint form and be informed of the services offered on campus and off campus for victims of Discrimination, Harassment and Violence. The ASFA Executive or Employee present shall put the Complaint in an envelope addressed to the Investigative Committee and seal it in front of the Complainant. No personal information shall be written on the envelope.
- 6.3.4. The Care, Culture and Equity Commissioner will review bi-weekly the Committee's mailbox.
- 6.3.5. If a Complaint is made against or involves the Care, Culture and Equity Commissioner, it shall be mentioned in the title of the Complaint. It will then be treated by the Mobilization Coordinator, who will provide the Complaint to the rest of the Investigative Committee. The Care, Culture and Equity Commissioner will not have access to the Complaint and will be removed from the Investigation process.
- 6.3.6. Upon receipt of the Complaint, the Care, Culture and Equity Commissioner shall contact the Respondent through their student email or other reasonable means to inform them of their rights and responsibilities in the process, as set out in this Policy, and to provide them with an exhaustive summary of the Complaint.

- 6.3.7. The Respondent will be given the opportunity to submit a written response to the Complaint within the timeline requested by the Investigative Committee. They may also be invited to meet with the Investigative Committee, as more fully described in section 6.4.6. A copy of the written response or its summary will be provided to the Complainant or their representative by the Investigative Committee.
- 6.3.8. The ASFA computer assigned to the Mobilization Coordinator will be made available at the ASFA office to keep all files corresponding with the Investigative Committee. The Investigative Committee will have its own password-protected session on the Computer. All files left on the Investigative committee's session will be password protected. The computer will be made available during ASFA office hours and, if needed during the weekend, it will be available by making an appointment with an ASFA Executive.
- 6.3.9. The Investigative Committee's files will be backed up weekly to an external hard drive. A paper copy of all files will be kept in a locked filing cabinet.
- 6.3.10. The Care, Culture and Equity Commissioner will be responsible to keep each file up to date on the ASFA computer assigned to the Mobilization Coordinator and in the filing cabinet.
- 6.3.11. Respondents and Complainants shall be informed of the names of the members of the Investigative Committee who shall conduct the investigation. If a Complainant or a Respondent considers that a member is in a position of conflict of interest they can ask for their replacement. In such cases, the Investigative Committee will decide if the replacement is justified.

6.2. Investigation Process

- 6.4.1. Upon receipt of the complaint, the Investigative Committee has between six (6) and twelve (12) weeks to carry out the investigation and render its decision, depending on the complexity of the case, unless special circumstances justify an extension. At any time in this process, the Complainant and Respondent may be informed of a new timeline for the investigation due to special circumstances. The winter holiday break, as determined by the academic calendar for undergraduate students, shall be excluded when calculating the timeline.
- 6.4.2. The Investigative Committee does not encourage face-to-face mediation, especially if led by peers or non-qualified persons, as this can retraumatize people who have experienced Harassment, Discrimination and/or Violence.
- 6.4.3. The Investigative Committee shall investigate the complaint fairly and objectively, while considering power

imbalances, especially against marginalized individuals in the form of sexism, transmisia, homomisa, ableism, racism and classism. The Investigative Committee will use methods deemed appropriate, which may include meeting with witnesses, reviewing files and documentation and seeking information from third parties.

- 6.4.4. All Members of the ASFA Community, including the Parties and their representatives, shall cooperate with the Investigative Committee and respond in a timely fashion to its requests. Failure on the part of the Respondent to cooperate shall result in a decision being made without their participation. Cooperation includes refraining from commenting on the complaint and the circumstances relating to it in person or online.
- 6.4.5. Contact between the Parties during this process is discouraged and any attempts to discourage or intimidate the Complainant on the part of the Respondent or parties connected with the Respondent will be met with disciplinary measures (as described below).
- 6.4.6. The Investigative Committee meets with the Parties individually. The Complainant can bring a support person with them.
- 6.4.7. If the Respondent does not make themselves available for a meeting or does not provide a written statement within the requested delay, a decision will be made without them.
- 6.4.8. Complaints shall not be suspended if the Respondent or the Complainant leaves the ASFA or the University. However, this may impact the possibility of imposing disciplinary sanctions.
- 6.4.9. At any time during the investigation process, a Complainant can withdraw their Complaint. The ASFA, however, reserves the right to retain information on the Respondent.
- 6.4.10. The Investigative Committee is required to keep track of the information obtained during the investigation process and to keep this information confidential.
- 6.4.11. Records of the Investigative Committee meetings shall be kept on the ASFA computer assigned to the Mobilization Coordinator and reasonable measures shall be taken to ensure their security, such as in section 6.3.

6.3. Decision and Outcomes

- 6.5.1. The Investigative Committee shall produce a written report of the results of the investigation, including the finding of relevant facts and a conclusion as to whether Discrimination, Harassment or Violence has occurred, and as to wheter

disciplinary measures should be taken. If disciplinary measures are deemed appropriate, they shall be described in the report.

- 6.5.2. The Investigative Committee members who have participated in a decision will be listed at the end of the decision.
- 6.5.3. When the Investigative Committee determines that the evidence doesn't support the conclusion that Discrimination, Harassment or Violence has occurred, the case is closed and all Parties shall be informed.
- 6.5.4. When the Investigative Committee determines that the evidence supports the conclusion that Discrimination, Harassment or Violence has occurred, the outcome of the investigation will depend on the status of the Respondent. The Respondent who is both an ASFA Employee and a Student could face measures at sections 6.5.6 and s. 6.5.7.
- 6.5.5. If the Respondent is an ASFA Employee and if the Discrimination, Harassment or Violence has occurred in the context of the employment relationship, the Investigative Committee will share its written report (with the name of the Complainant redacted) with the General Coordinator, who will apply the disciplinary sanction they deem appropriate in an employment context. The General Coordinator shall not reinvestigate the facts of the case. The report will be used for the purpose of determining what disciplinary measures are warranted.
- 6.5.6. If the Respondent is a Student, an Executive or a Councilor of ASFA or of its Member Associations, the Investigative Committee may impose one of the following disciplinary measures to the Respondent, depending on the severity and circumstances of the case:

A. Informal warning and mandatory training

An informal warning will be a verbal warning, given only in cases of verbal Discrimination, Harassment or Violence. The Respondent will also be instructed to attend a workshop relevant to the form of Discrimination, Harassment or Violence perpetrated and to the harm they are found to have caused. Failure to attend said workshop within two (2) months shall result in further disciplinary measure.

B. Formal warning and mandatory training

The formal warning will be a written warning. The Respondent will also be instructed to attend a workshop relevant to the form of Discrimination, Harassment or Violence perpetrated and to the harm they are found to have caused. Failure to attend said workshop within two (2) months shall result in further disciplinary measure.

C. Temporary suspension from Representative position within the ASFA, formal warning and mandatory training

The temporary suspension shall be of no less than two (2) months during which time the Respondent is expected to complete a workshop relevant to the form of Discrimination, Harassment or Violence perpetrated and to the harm they are found to have caused. If the Respondent fails to complete a workshop within the time-frame of their suspension, the next disciplinary measure (removal from office) will be applied.

D. Removal from current and possible Representative position within the ASFA, formal warning, accountability process and mandatory sensitivity or conflict management training

The removal shall be automatic, as the Respondent becomes ineligible to fulfill a Representative position when they are found liable under this Policy and when the Investigative Committee concludes that the removal shall be the appropriate disciplinary measure taken, as provided for in the Undertaking regarding the Policy signed by every Representative. The removal will become effective after ratification by Council at the next Council meeting. In the meantime, the Respondent shall be suspended.

E. Other

Complainants can make other requests for disciplinary, reparational, or restorative measures against the Respondent.

- 6.5.7. Any decision on Complaints shall be ratified by Council at the next Council meeting. The Care, Culture and Equity Commissioner shall send to the Council Chair a summary of the written report with only the necessary information, with the name of the Complainant redacted. Councilors shall not reinvestigate the facts of the case and shall rely on the expertise of the Investigative Committee, as provided for in section 5.7.2. Councilors shall respect the confidentiality of the case and refrain from discussing confidential cases outside of Council meetings.
- 6.5.8. An ASFA Representative who has been found liable under this Policy may face additional consequences under other ASFA policies, such as the annulment or modification of their honorariums, as set out under the ASFA Standing Regulations.

Section 7 PROMOTION OF AWARENESS

- 7.1. ASFA undertakes to hold and provide multiple anti-oppression training throughout the year for Employees, Executives, Representatives or Councilors of ASFA and of its Member Associations.
- 7.2. All Employees, Executives, Representatives or Councilors of ASFA shall undergo a mandatory sensitivity training specific to anti-harassment (including same-sex harassment), discrimination and violence that will include a presentation of the Policy. ASFA will also encourage Executives from Member Associations to attend these trainings. Such trainings

will be made available throughout the year.

- 7.3. The failure of a Councilor to attend the anti-oppression workshop will be considered as an ‘absence’ from Council and will count as one of the two (2) permitted absences before a Member Association budget is frozen.
- 7.4. In addition to anti-harassment, discrimination and violence training, ASFA Executives shall undergo a training on how to respond to disclosure of sexual violence on campus.
- 7.5. Frosh leaders and volunteers must also all undergo mandatory consent and sensitivity training.
- 7.6. This policy will be promoted through ASFA’s Task Force on Sexual and Racial Violence. The Role of Task Force is to provide a space for ASFA members, particularly marginalized members, to discuss and respond to equity concerns within the associations and its subsidiaries. Task Force will support both individual and systemic change within the ASFA through organizing and facilitating workshops, events and other activities; as well as providing resources, which aim to discuss, deconstruct and take actionable steps to prevent or solve equity issues within the ASFA Community while promoting a culture of care and safety.

Section 8 USEFUL RESOURCES

- 8.1. The ASFA recommends the following services to those seeking help for Sexual Violence and Harassment:

- 8.1.1. The Center for Gender Advocacy

The Center for Gender Advocacy has proved to be an on-campus leader for survivors’ support. They offer free peer counselling and can be useful for navigating support resources. (From their website) “The office at 2110 Mackay is located on the ground floor. There is a ramp outside leading to the front door that is suitable for use with wheelchairs and other mobility aids, however, the front door itself is not automated. The front door is 31” / 78 cm and it is the narrowest door in the office. Please ring the doorbell located to the right of the door to have someone open it for you. Once inside, the space is wheelchair accessible. There is a large gender-neutral washroom measuring 9’5” x 6’11” / 2.87 m x 2.10 m with 2 grab bars next to the toilet (one behind, one to the right of the toilet) ... 2100 Guy Street, suite 205: This office is wheelchair accessible, but the accessible entrance is just around the corner at 1625 de Maisonneuve West. The Guy Street entrance is not accessible.”

8.1.2. Concordia Student Union Advocacy Center

The CSU Advocacy Center is a student-run service committed to the promotion and preservation of undergraduate students' rights at Concordia University. Here you can find representatives to advocate on your behalf when bringing charges through the university. This resource is wheelchair accessible.

8.1.3. CALACS

Québec Coalition of sexual assault crisis centres: (514-529-5252 or 1-877-717-5252)

8.1.4. CAVACS

Crime victims and survivors assistance center: (1-866-532-2822)

8.1.5. SACOMSS

The Sexual Assault Centre of the McGill Students' Society (514 398-8500)

8.1.6. Sexual Assault Help Line

Information and referral helpline for sexual assault victims, their loved ones, and workers that provides bilingual, confidential assistance: (1 888 933-9007) or (514 933-9007)

Section 9. REVIEW OF THE POLICY

- 9.1. This policy shall be reviewed annually by the Investigative Committee and the Task Force for every March Council meeting. Changes shall be approved by a two-third (2/3) majority vote.
- 9.2. Changes should be made only to better support survivors and should not be changed to decrease the level of accountability of Respondents.
- 9.3. If substantive changes must be made between review periods, the Investigative Committee can suggest changes to be reviewed by the ASFA Task Force. The ASFA Task Force and the Investigative Committee must all agree to bring the policy changes through the policy committee and then through Council. Changes can then be made with a 2/3 majority in Council.

ANNEXE 1

Discrimination, Harassment and Violence Complaint Form

CASE NUMBER:

Date:

This document is confidential and shall only be read by the members of the Investigative Committee. We hope we can find a way to address this issue in a way that empowers and protects you and our community. Our apologies for the clinical nature of the form. If there is a way that we can improve this process, please let us know.

Does your complaint involve a member of the Investigative Committee?

Yes

*If so, please mention it in the title of your complaint, so we can take special measures to protect the confidentiality of your complaint

No

Nature of Discrimination, Harassment or Violence
Describe the incidents as clearly as possible
(dates, location, verbal statements, witnesses, etc.)
Please use additional pages if necessary

Please check any and all that apply:

Was the Discrimination, Harassment or Violence specifically:

- Racialized
- Sexualized
- Gendered

and/or Based on

- Transmisia
- Homomisia
- Ableism
- Racism
- Other (please specify):

Date that Harassment first occurred:

Date that Harassment last occurred:

Is this a recurrent problem?

Complainant

Name:

Email or preferred contact method:

Representative

Name of your representative to contact you

Email address to contact you

Contact Number (optional)

Respondent/The person you are reporting (Required)

Full Name:

Respondent's relationship to the ASFA

- MA Executive Council Member (Councilor, Chair, Minute keeper)
- Executive Member Volunteer Employee
- Member of the ASFA
- Other (please specify): _____

What would you like from this process?

- MAs should be informed of the respondent's behavior

- I would just like the ASFA to be aware that this person has engaged in this problematic behavior for reference in possible future cases
- I'd like this person to take mandatory sensitivity training
- Other (please specify)

Optional:

Witness contact information:

Evidence (optional):

(it may be helpful for the investigation process to include screenshots of conversations or other documentation.)

Do we have permission to use any of this information (except your name, which we will not disclose) to present our recommendations

in a closed session of ASFA Council? It should be noted that this is mandatory in order to enforce disciplinary measures and that only the necessary information will be shared, without specific details. Councilors are also bound by a duty to protect and ensure the confidentiality of the cases discussed in closed sessions.

Yes

No

Some information may be presented: (please specify) _____

TO BE COMPLETED BY MEMBERS OF THE INVESTIGATIVE COMMITTEE

NOTES

ACCESS FORM

NAME

DATE OF REQUEST

POSITION IN THE ASFA

Executive member of the ASFA

Specify: _____

Executive member of a Member Association

Specify Member association: _____ Specify Role : _____

I _____ (name of requester), by signing this Access Form promise to not use the information provided to use in a personal and/or defamatory manner. All information obtained with this document is confidential.

Name: _____

Date of Access: _____

Signature: _____

Reserved for members of the Investigative Committee
Name: _____
Role in Investigative Committee : _____
Date of authorization: _____
Signature: _____