URGE Complaints and Reporting Policy for University/Organization

This is what was found by the McGill University Department of Earth and Planetary Sciences Pod on policies for handling complaints, the reporting process, resources, and possible outcomes. Some information was public; answers that were only found through follow up with contacts are noted.

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The link(s) to the reporting policy at our organization are here:
McGill How-To-Report webpage - University Policies on reporting harassment, discrimination (and sexual violence)
- Detailed policy on harassment and discrimination reported by law
  o Section 8.1 states “after a further three years of its operation and if the Senate so determines, this Policy shall be reviewed by a working group.”
    • For working group member specifics see the detailed Policy.
  o Section 8.2 states “there shall be an annual meeting convened by the Provost or delegate of the working group identified in 8.1 to review the operation of this Policy.”
- For details on process regarding changing policy, contact the Senior Equity and Inclusion Advisor (SEIA).
- Annual reports are anonymized and made publicly available. These reports include statistics and information on education initiatives surrounding the Policy on Harassment and Discrimination Prohibited by Law.
- Harassment and Discrimination Frequently Asked Questions

What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?
- Incidents should be reported to the Senior Equity and Inclusion Advisor (SEIA) directly, “in writing in sufficient detail” (cf. Section 5.4.1) and must be submitted within one calendar year of the reported incident for consideration (cf. Section 5.4.2)
  o Follow this link for more information and to file a complaint.
  o Follow this link to fill out a Complaint Form.
- Alternatively, you can reach out directly to the SEIA or to an Assessor to discuss your case in confidence if you feel more comfortable doing so. You do not need to file an official complaint to discuss specifics of your case. Connect with the SEIA or an Assessor at any time for an in-person meeting or phone call.
  o Assessors comprise a panel of academic, administrative and support staff that are tasked to investigate complaints and are selected
  o Follow this link for a list of current Assessors and their contact information.
- Complaint resolution can take the form of Mediation or Formal Investigation. For descriptions of the differences see the Policy document.

- Reports can be filed online by submitting the Complaint Form to the SEIA.
  o Informal discussion of cases can be done either in-person or over the phone before filing a complaint.
  o In-person reports can go to SEIA or an Assessor.
  o Online reports go to the SEIA, who will assign the complaint to an Assessor for investigation.
The filed Complaint will be presented to the Respondent, who must submit a formal written response within 10 days.

Both the Complainant and the Respondent have the right to be assisted by an Advisor and they will be informed of these rights before proceeding with the investigation.

The investigation will be completed typically within 30 (to a maximum of 60) working days, from the day the Respondent was notified of the Complaint.

- **It is not possible to submit an anonymous complaint.** But you can discuss your case anonymously (i.e., over the phone) with the SEIA before proceeding with mediation or a formal investigation.
- **Police are never involved in the formal process of a harassment and discrimination case.** There are different policies in place for sexual violence cases that may involve police when deemed necessary.

### What are the outcomes or consequences for reported individuals?

- **Section 5.5.2.1** states: If, after an informal resolution has been reached, there is a **reoccurrence of the behavior** which led to the original Complaint, the Complainant has the right to make a subsequent Complaint. Such Complaint will be addressed by means of a formal investigation.

- **The Provost will issue the final decision based on the Assessor's report.** The Provost’s decision, as well as the reasoning behind the decision, is communicated to the parties within 15 working days of receiving the Assessor's report (or of receiving a requested clarification on the report). Should disciplinary measures be imposed, the Provost will require the appropriate disciplinary officer to administer disciplinary proceedings in accordance with the relevant regulations or collective agreement.
  - Administrative measures may also be imposed to monitor, correct and improve behavior. **Examples of administrative measures include:**
    - Training
    - Counseling
    - Education
    - Removal or limitation of privileges (e.g., in case of a faculty member, supervisory privileges)
    - No-contact requirements vis-a-vis the Complainant, or
    - A requirement of working with a suitable mentor.

- **Section 5.7.8** states: Should a party feel that there has been a failure to comply with the Provost’s decision, or should a concern related to the original Complaint arise following the Provost’s decision (e.g., **recurrence of behavior described in the Complaint**), the matter may be referred to the Senior Equity and Inclusion Advisor. The Senior Equity and Inclusion Advisor shall address the matter with the Provost, who shall decide on the need for subsequent measures, including referral to the relevant disciplinary officer for disciplinary or administrative measures.

- **Reports are tracked and kept on file for a minimum of 10 years (barring the case is not reopened or renewed) before being destroyed.** Section 6.1 states that the Provost shall report annually to the Senate on the application of this Policy. Section 5.5.2 states that for cases where a resolution acceptable to both parties is achieved, a signed copy of the resolution shall be kept confidential and held for a minimum of ten years by the Senior Equity and Inclusion Advisor.

### What resources are available for individuals reporting?

- **Section 5.1.2.1** states that the Provost shall endeavor to have a **diverse group of Assessors reflective of the diversity of the University Community.**
These Assessors can act as counselors and advocates for individuals.

- A student cannot request investigation of the potential impact on grades or evaluations. If a case is settled in favor of the Complainant, disciplinary action will be taken against the Respondent. This process will not facilitate students seeking academic remedies for harassment and discrimination.
  - If a student wishes to discuss pass/fail options for classes etc., they should discuss this with the specific department.
- If a Complainant experiences any form of retaliation from the Respondent, either during or after the conclusion of an investigation, the Complainant should immediately bring this to the attention of the SEIA.
  - It should be noted that if another investigation is opened in response to Respondent retaliation, it will be considered a new case and tried as such.
  - If the new case is also settled in favor of the Complainant, much stricter punishments are imposed on ‘repeat offenders.’

- Other support systems on campus (Disclaimer: the links below do not necessarily comprise student groups or individuals that have been directly trained for Harassment and Discrimination Complaints, but are meant to provide support for minoritized students):
  - Black Student Affairs Liaison
  - The McGill Wellness Hub: Counsellors, psychiatrists and clinicians are available for a variety of mental and physical health issues for students. The Wellness Hub is working on improving its demographics to better reflect the needs of McGill students; presently, 28% of Hub clinicians identify as minoritized individuals
  - First Peoples House
  - Black Students’ Network
  - Queer McGill
  - Office for Students with Disabilities
  - Office of Religious and Spiritual Life

What resources are available to groups raising issues or proposing changes?

- Every three years there is a formal working group that meets to discuss policy revisions. This working group comprises 20 different staff and student members that represent groups and university organizations.
  - Students can submit requests and/or suggestions to policy change through their direct representative who is part of this working group.
- Leadership will directly contact the representatives of this working group in the months leading up to the formal working group meetings.
  - Outside of the every three year working group, student groups and unions can reach out to the office directly by email or phone at any time.

Upcoming revisions to the Office website will include a form through which students can submit anonymous comments, questions, and concerns.