



SEXUAL AND GENDER-BASED VIOLENCE EMPLOYEE SUPPORT PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Category:	G. People & Culture
Parent Policy:	G09
Approval Date:	June 18, 2024
Effective Date:	June 18, 2024
Procedure Owner:	Chief People & Culture Officer

Overview:	<p>This procedure is intended for all Olds College of Agriculture & Technology (the “College”) employees: employees who are Survivors of sexual or gender-based assault or harassment; employees who witness or receive a Disclosure of sexual or gender-based violence; and employees who are alleged to have committed an act that violates the College’s Sexual and Gender-Based Violence Policy. This procedure details the support services and resources available to employees, the steps to follow in a variety of circumstances, and the response employees can expect from the College.</p>
Procedures:	<p>If you are in an emergency situation, please call 911</p> <p>If you have been affected by sexual or gender-based violence: The College recognizes that it is often difficult to disclose or report incidents of sexual and/or gender-based violence. Deciding whether or not to disclose, or, formally or informally report the incident is entirely up to you; however, we strongly encourage you to consider doing so. If you decide to report, you can expect a consistent, respectful, trauma-informed and supportive response from the College as outlined in the Sexual and Gender-Based Violence Response Team (“SGBVRT”) Procedure. It is important to know that you do not need to disclose or report sexual and/or gender-based violence in order to access college and community supports' and services.</p> <p>You can be assured of amnesty from college disciplinary sanctions. The College recognizes that some individuals may be hesitant to disclose or report sexual or gender-based violence that occurred in situations where they were drinking or using illegal drugs. A Survivor or other members of the College community who disclose or report sexual and/or gender-based violence will not be subject to College sanctions for violations of college policies related to their use of alcohol and/or illegal drugs at the time of the incident.</p>

If you are a Survivor of sexual and/or gender-based violence and you wish to make a Formal Report:

Deciding whether or not to disclose or report the incident is entirely up to you.

We strongly encourage you to consider making a report; however, you are not required to disclose or formally report sexual and/or gender-based violence to obtain college supports and services or any other form of external supports and services including access to Courage to Act and local sexual assault centres.

Should you wish to submit a Formal Report, you are encouraged to do so as soon as possible. However, due to the nature of sexual and gender-based violence, there is no required time frame for reporting. Filing a Formal Report does not prohibit or constitute reporting to other authorities (e.g., law enforcement).

Individuals who have experienced sexual or gender-based violence have the following options:

1. Reporting to the College – A Formal or Informal Report can be made to a member of the College’s SGBVRT, your supervisor or another trusted manager, People & Culture, through the Health and Wellness Centre, the Confidence Line, or through the Olds College Alert App. A Formal Report will trigger an investigation. An Informal Report may or may not result in an investigation.
2. Reporting to Police – Reports can be made to a law enforcement agency in order to pursue criminal charges under the *Criminal Code of Canada*.
3. Reporting to other External Bodies – It is also possible to pursue reporting options under the *Occupational Health and Safety (OHS) Act*, the *Alberta Human Rights Act* or initiating civil legal action against the Respondent.
4. Simultaneous Reporting – You may choose to pursue internal and external reporting options simultaneously.

Formal and Informal Reporting	Campus Gender-Based Violence Response Team safedisclosure@oldscollege.ca Olds College People and Culture 403-556-8364 Health and Wellness Centre 403-556-8230 studentsupport@oldscollege.ca Any Olds College Supervisor or Manager Olds College Alert App ConfidenceLine 1800-661-9675 oldscollege.confidenceline.com
Anonymous Reporting	ConfidenceLine 1800-661-9675 oldscollege.confidenceline.com

*Please note anonymous reporting will not result in a formal complaint process. However, an investigation may still be conducted based on the information provided anonymously.

If you are a Bystander or have information about a violation:

If you have information relating to a violation, you are encouraged to report. Individuals who have witnessed sexual and/or gender-based violence have the following options:

1. Reporting to the College – A Formal or Informal Report can be made to a member of the College's SGBVRT, your supervisor or another trusted manager, People & Culture, through the Health and Wellness Centre, the Confidence Line, or through the Olds College Alert App. A Formal Report will trigger an investigation. An Informal Report may or may not result in an investigation.
2. Reporting to Police – Reports can be made to a law enforcement agency in order to pursue criminal charges under the *Criminal Code of Canada*.
3. Reporting to other External Bodies – It is also possible to pursue reporting options under the *Occupational Health and Safety (OHS) Act*, the *Alberta Human Rights Act* or initiating civil legal action against the Respondent.
4. Simultaneous Reporting – You may choose to pursue internal and external reporting options simultaneously.

If you are a Respondent:

If you are identified as a Respondent, know that you will be provided with a fair and transparent process based on the principles of procedural fairness, and have access to support services from the College during the investigation and decision-making process.

College response to Disclosures and Formal Reports of sexual or gender-based violence:

The College will respect and protect the rights of the Survivor, Respondent and any witnesses during the response to a report of sexual and/or gender-based violence. This will include providing access to supports and services, maintaining confidentiality, explaining the limits of confidentiality, and adhering to procedural fairness. The College will respect the Survivor's right to make choices throughout the process.

What you can expect from the College:

1. Confidentiality.
2. Clarification of your options for reporting (*Formal Report, Informal Report, Disclosure*).
3. Help in developing a safety plan, if required.
4. Modifications to provide a safe working environment.
5. A college contact to communicate with you throughout the process
6. Support in accessing resources both on and off campus.

In addition, Survivors and Respondents can expect:

1. An explanation of the process and timelines.
2. Updates on the findings of any investigation.
3. Notification of the outcomes of, rationale for decisions made by the College, and appeal procedures that may be available to them.

What does confidentiality mean to me?

All persons involved in a report and/or investigation of sexual and/or gender-based violence are entitled to confidentiality as required by law and college policy, and where otherwise appropriate. The College treats all reports as confidential, subject to the following:

1. When an individual is judged to be at imminent risk of harming self and/or others.
2. There are reasonable grounds to believe that Members of the College

- community or wider community may be at risk of harm.
3. Reporting and/or conducting an investigation is required by law, by the College's policies, or by an external body with appropriate authority.
 4. Reporters, Survivors and Respondents are free to disclose their own experiences and stories through their trusted support networks.

Confidentiality is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (Alberta), other legislation, and college policy.

If you wish to pursue an alternative resolution:

With the consent of both the Survivor and the Respondent, the Survivor may choose to pursue an alternative resolution process, including but not limited to, education and training or other means to seek resolution.

The goal of an alternative resolution process is to seek resolution at the earliest stage possible. Participation in an alternative resolution process is voluntary for both the Survivor and the Respondent and can be facilitated by a member of the SGBVRT.

What supports, resources, and services at the College and in the greater Olds community are available to me?

A list of current resources, services and supports can be found at oldscollege.ca/health.

Definitions:

Bystander: An individual who is observing an incident of sexual or gender-based violence taking place.

Consent: The voluntary, ongoing agreement to engage in the specific sexual activity in question. It is an active, direct, unimpaired and conscious choice between individuals at the age of consent to engage in physical contact or sexual activity. Consent can be withdrawn by any participant at any time through verbal or non-verbal communication.

Disclosure: When an individual shares information about a personal experience of sexual or gender-based violence to someone who did not previously know.

Formal Report: A written statement to the institution Sexual and Gender-Based Violence Response Team by a Survivor or Bystander regarding an alleged violation and seeking recourse pursuant to the violation of Sexual and Gender-Based Violence Policy. A Formal Report requires an investigation.

Informal Report: Is an allegation of a violation of the Sexual and Gender-Based Violence Policy. This type of report may or may not result in a formal investigation by the College but can help ensure the safety of the College community. The Survivor may choose to make a Formal Report at a later time to initiate a formal investigation by the College. The Survivor has the right to choose not to participate in any investigation arising from an Informal Report.

Investigator: The individual who is selected by the SGBVRT to conduct the investigation. The Investigator may be internal or external to the College, and may be a member of the SGBVRT.

Modification: Making reasonable changes to certain rules, standards, policies, workplace cultures and physical environments to ensure that they do not have a negative effect on a person involved in an incident of sexual or gender-based violence.

Related Information:
Review Period:
Revision History:

<p>Reporter: A third-party individual who submits a report that includes information related to an allegation or investigation, but who is neither a Survivor nor a Respondent.</p> <p>Respondent: The person alleged to have violated the Sexual and Gender-Based Violence Policy.</p> <p>Retaliation: Any adverse action taken against a member of the College community because that person has, in good faith, filed a report, supported the filing of a report, disclosed information to the College about a report, and/or participated in an investigation of such report, and includes threats of retaliation.</p> <p>Survivor: A member of the College community who has experienced sexual or gender-based violence and who may or may not make a report.</p> <p>Trauma-Informed: Acknowledgment that each person will respond to unexpected events, negative and overwhelming experiences with initial and/or ongoing unique physical, physiological, emotional, cognitive and psychological reactions. Trauma-informed response prioritizes the safety and well-being of all participants to prevent further trauma from occurring.</p>
G09 Sexual and Gender-Based Violence Response Team Procedure
3 years
Revision: September 2018 Revision: December 2020 Revision: October 2022 Revision: June 2024