



# SEXUAL & GENDER-BASED VIOLENCE RESPONSE TEAM (“SGBVRT”) PROCEDURE

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

<b>Category:</b>	G. People & Culture
<b>Parent Policy:</b>	G09
<b>Approval Date:</b>	June 18, 2024
<b>Effective Date:</b>	June 18, 2024
<b>Procedure Owner:</b>	Registrar & Director, Student Services Chief People & Culture Officer

<b>Overview:</b>	<p><b>Sexual and Gender-Based Violence Response Team</b></p> <p>The Sexual and Gender-Based Violence Response Team (SGBVRT) is the group of Olds College of Agriculture &amp; Technology (the “College”) employees responsible for overseeing the College’s response to allegations of sexual or gender-based violence. This team includes:</p> <ol style="list-style-type: none"><li>1. Chief People &amp; Culture Officer (Co-Chair)</li><li>2. Registrar &amp; Director, Student Services (Co-Chair)</li><li>3. Director, Residence &amp; Ancillary Services</li><li>4. Director, responsible for Communications (SGBVRT Support)</li><li>5. Manager, responsible for Health &amp; Wellness Centre (SGBVRT Support)</li></ol> <p>Designates may be appointed by the co-chairs, as necessary.</p> <p><b>Conflict of Interest Statement</b></p> <p>Members of the SGBVRT and persons involved with the investigation, assessment and review of the report will not, to the extent possible, include any individuals who have a potential, perceived or real conflict of interest in the matter or persons involved. The direct supervisors, coaches or instructors of either the Survivor, Reporter or the Respondent will take no part in assessing or leading the investigation.</p> <p>The SGBVRT will:</p> <ol style="list-style-type: none"><li>1. Establish and maintain procedures to respond to reports of sexual and/or gender-based violence and to support Survivors, Reporters and Respondents.</li><li>2. Encourage measures aimed at promoting a college environment free from sexual and gender-based violence.</li><li>3. Take reasonable action to prevent sexual or gender-based violence through education and communications and to promote the safety of all members of the College community.</li></ol>
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### **Responding to Sexual and Gender-Based Violence (Campus Community)**

It is the responsibility of all members of the college community who receive a report of sexual or gender-based violence to:

1. Refer the member of the college community to the SGBVRT which will work to ensure the individual receives the necessary information regarding reporting options, support services, processes and academic modifications.
2. Assist the members of the College community in accessing available support services.

### **Confidentiality**

All individuals 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.

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

### **Reporting Process**

The College will provide those who have experienced sexual or gender-based violence or those who wish to submit a report of sexual and gender-based violence with comprehensive information about reporting options.

A report can be submitted by any person.

Reports must be submitted with the SGBVRT in accordance with the associated procedures. The reporter will be advised of the survivor's rights to forego proceeding further at any time.

## **Procedures:**

The College is committed to promptly, thoroughly, and impartially responding to reports of sexual or gender-based violence in a manner that ensures due process and fairness.

### **Disclosures**

A person who has experienced or witnessed sexual or gender-based violence may choose to disclose the incident to any member of the College community. The role of the person receiving a disclosure is to listen, believe, affirm, and empower the person making the disclosure by referring them to existing supports and resources and by allowing them to decide on next steps including seeking support services and/or making a formal report through a trauma-informed approach.

The person receiving the disclosure is not there to investigate or ask questions, other than to ask how they can help. College community members must respect the right to confidentiality of the person making the disclosure and the choice to formally report or not.

### **Reporting Sexual and Gender-Based Violence**

Should Survivors, Bystanders and/or Reporters wish to submit a formal report,

they are encouraged to do so as soon as possible. However, due to the nature of sexual and gender-based violence, there is no required timeframe for reporting. All reports will be received and a report can be submitted in writing by any person who agrees to report whether the statement is provided by the Survivor or the person who received the disclosure. Filing a report does not prohibit or constitute reporting to other authorities (e.g., law enforcement). Individuals who have experienced or witnessed sexual or gender-based violence have the following options for filing a report.

1. Reporting to the College – A formal or informal report can be made to a member of the College SGBVRT through the Olds College Alert App or the Confidence Line.
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 *Alberta Human Rights Act* or initiating civil legal action against the Respondent.
4. Simultaneous Reporting – Reporters may choose to pursue internal and external reporting options simultaneously.

### **Multiple Proceedings**

Where criminal and/or civil proceedings are ongoing, the College will conduct its own independent investigation and will make its own findings. The College will reasonably cooperate with law enforcement authorities in conducting their investigations.

### **Responding to Reports**

A Reporter may submit a formal or informal report.

Upon receiving a report, the SGBVRT member will advise the Reporter of the internal and external reporting options available to them as well as the support services available.

The member will also take any immediate actions necessary in order to promote the safety of persons and preserve evidence.

The SGBVRT member receiving a report will, within 24 hours, contact the SGBVRT to advise of the report, the actions that have been taken to provide support, and conduct an investigation.

The SGBVRT will meet to review and respond to the report, including determining whether or not an informal report will be investigated, no later than 72 hours after becoming aware.

The SGBVRT will assign a primary contact for the Reporter and Respondent, and where appropriate, other persons involved in the report review and investigation processes. The primary contact(s) will act as a liaison, and may provide information, facilitate access to resources and services, coordinate and respond to communications from and to the College and external entities (including without limiting, police and health care providers).

### **Interim Measures**

The SGBVRT may, in accordance with processes outlined in a collective agreement, if applicable, impose or facilitate interim measures to support the Survivor, Reporter, and/or Respondent during an investigation or a proceeding including:

1. Determining that there is to be no contact between a Survivor, Reporter, or a Respondent; and/or
2. That the Respondent may be temporarily removed from classes (i.e.,

administrative suspension), the work place, or residence (as applicable) pending the conclusion of an investigation.

At no time in the formal process will the college require the Survivor, Reporter and/or the Respondent to participate in a face to face encounter. All reasonable efforts will be made to mitigate contact on campus.

The policy agent will provide a written notice of interim measure to those assigned measures and to any College official who must be aware of the interim measures in order to implement or to ensure compliance.

Any interim measure will be reviewed as necessary but at minimum within 30 days.

#### **Right to Forego or Withdraw a Report**

A Reporter has the right to forego filing criminal charges or a report, or to withdraw a report at any stage of the process; however, the College reserves the right to act or continue to act on a report or criminal charges in order to comply with its obligations under this policy and/or its legal obligations, to ensure fairness to other persons including the Respondent, and/or if the College believes that the safety of other members of the College community or the external community is at risk. In these circumstances, the College has a duty to initiate an internal investigation and/or inform law enforcement authorities of the need for a criminal investigation, even without the permission of the Reporter or Survivor. All reasonable efforts shall be made by the College and the members of the College community to minimize further distress to the Reporter or Survivor when the need to involve law enforcement authorities arises.

#### **Investigation Process**

To conduct a timely and effective investigation, the College strongly encourages Reporters to submit a report as soon as possible. Delaying may impact the SGBVRT's ability to conduct an investigation.

The SGBVRT will appoint an investigator(s) after receipt of the report . The investigator(s) may be an employee of the College or an external person and may include a member(s) of the SGBVRT.

The SGBVRT will consider all relevant factors in the circumstances when determining the investigator(s), including without limiting:

1. The nature of the report.
2. The ability for objectivity and lack of bias in the investigation.
3. The ability to maintain the confidentiality of all information.
4. Knowledge of legal and compliance requirements of the core nature/subject matter of the allegation.
5. The SGBVRT member's ability to identify and access the appropriate resources to conduct the investigation in a timely manner.
6. The need to retain external investigators or experts in highly sensitive, specialized or confidential matters.

The investigation will ensure institutional immunity for Survivors, Reporters, and Respondents for minor offenses of the Code of Conduct, including but not limited to the use of illicit drugs and alcohol.

The investigation will be completed as expediently as possible, in most cases within thirty (30) calendar days from receipt of the report(s).

The Survivor, Reporter, and the Respondent each have the right to have a support

person present during the investigation process. Survivors, Reporters or Respondents who are members of Students Association Olds College (SAOC), Alberta Union of Provincial Employees (AUPE) or the Olds College Faculty Association (OCFA) have the right to representation by their union or association.

Investigations will be conducted in a systematic, orderly and discreet manner and consistent with the following primary objectives:

1. Compile information relating to the Survivor as quickly as possible (including, if applicable, taking steps to protect or preserve documents, materials and evidence).
2. Consider the information collected and draw conclusions.
3. Maintain procedural fairness in the treatment of witnesses, the Reporter and the Respondent.

Upon completion of the investigation, the Survivor and the Respondent will be notified of the investigation findings, outcomes and appeal option.

If, after assessing the information with respect to a report, the SGBVRT determines that an investigation will not be pursued or continued, the SGBVRT will document the rationale for not initiating or continuing an investigation and inform appropriate parties of the reasons.

### **Findings and Investigation Outcomes**

The College will handle reports and investigations in a fair and unbiased manner.

The assigned investigator will provide the SGBVRT with a written investigation report. This report will include:

1. Relevant facts and accompanying analysis; including the extent of the misconduct.
2. Witness statements.
3. Description of any interim measures instituted.
4. Investigation findings with supporting evidence.

The SGBVRT will review the findings in the final investigation report and provide:

1. Based on the balance of probabilities, an assessment of whether or not the allegations are sustained.
2. A recommendation relating to disciplinary outcomes.

Any member or non-member of the College community who is found to have committed sexual or gender-based violence against another person will be held accountable and subject to sanctions and discipline as outlined within applicable College policy, collective agreements and laws.

In the case of a breach of the Sexual and Gender-Based Violence Policy, the Respondent will be subject to penalties, discipline or sanctions in accordance with the applicable collective agreement and/or College policy (e.g., Code of Conduct).

The SGBVRT makes recommendations to responsible offices (i.e., People & Culture or Office of the Registrar) regarding corrective actions, discipline and/or sanctions.

### **Appeals**

All participants have the right to appeal outcomes under the guidelines of the Disputes, Complaints and Appeals Procedure.

### **Alternative Resolution Process**

In appropriate circumstances and with the consent of both the Survivor and the Respondent, the SGBVRT may pursue any form of alternative resolution process, including but not limited to, education and training or other means to seek resolution.

The goal of alternative resolution processes is to seek resolution at the earliest stage possible through an alternative resolution procedure. Participation in an alternative resolution process is voluntary for both the Survivor and the Respondent.

### **Workplace and Academic Modifications**

In support of Survivors, Reporters, and Respondents, the College will ensure they are treated fairly, will assist in providing access to counseling and medical care and will provide appropriate workplace or academic modification.

### **Supports and Resources**

Any member of the College community who receives a disclosure or report should encourage the Survivor to contact a member of the SGBVRT and/or provide information on support options and resources as outlined below.

The College is committed to providing all members of the College community, including Respondents, Reporters and Survivors, with the following supports:

1. Counseling
2. A support person or representative
3. Modifications as required
4. Medical services (e.g., Campus Nurse)
5. External reporting options
6. Education and training on matters including sexual and gender-based violence reporting, prevention (e.g., consent, risk reduction) and general awareness

All Survivors can expect and have the right to, subject to reasonable limits:

1. Be informed about available on and off-campus support services and resources.
2. Decide whether or not to formally report an incident of sexual or gender-based sexual violence.

### **Education and Prevention**

All members of the SGBVRT will receive appropriate training relating to sexual and gender-based violence response and trauma-informed care.

The SGBVRT will identify, promote and participate in appropriate training opportunities.

All members of the College community are encouraged to participate in sexual and gender-based violence educational programs and initiatives offered by the College.

All members of the College community can assist with maintaining an educational and working environment free from sexual and/or gender-based violence by:

1. Modeling healthy and respectful behaviour in all relationships at the College.
2. Speaking out against conduct that may encourage or condone sexual or gender-based violence.
3. Speaking out against behaviour that discourages reporting of sexual or

## Definitions:

- gender-based violence.
4. Promoting safe disclosure.
  5. Intervening in situations that may constitute, or lead to, sexual or gender-based violence.

**Alberta Human Rights Act:** Legislation that aims to protect individuals from discrimination by establishing grounds on which individuals cannot be discriminated against and setting out a complaint process for individuals experiencing discrimination based on those grounds.

**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.

**First Responder:** The first person who is told about an incident of sexual or gender-based violence. Initial responses to disclosures have a lasting effect on a Victim/Survivor's willingness to continue to seek help and ability to heal.

**Formal Report:** A written statement to the institution's SGBVRT by a Survivor or Reporter 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 or report of sexual or gender-based violence.

**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.

**Respondent:** The individual alleged to have violated the Sexual and Gender-Based Violence Policy.

**Survivor:** A member of the College community who has experienced sexual or gender-based violence and who may or may not make a report.



**Related Information:**

**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.

**Review Period:**

G09 Sexual and Gender-Based Violence Student Support Procedure  
G09 Sexual and Gender-Based Violence Employee Support Procedure  
[Flowchart](#)

**Revision History:**

3 years

Revision: September 2018  
Revision: November 2020  
Revision: October 2022  
Revision: June 2024