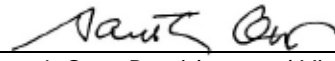




<b>SUBJECT</b>	<b>POLICY 131 – IMPLEMENTATION PLAN UPDATE</b>
<b>MEETING DATE</b>	<b>NOVEMBER 26, 2018</b>

Forwarded on the Recommendation of the President

**APPROVED FOR  
SUBMISSION**

  
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 Santa J. Ono, President and Vice-Chancellor

**FOR INFORMATION**

<b>Report Date</b>	November 13, 2018
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**Presented By** Barbara Meens Thistle, Vice-President Human Resources  
 Andrew Parr, Interim Vice-President Students

**EXECUTIVE SUMMARY**

Policy 131 articulates UBC’s duty and commitment to support members of the UBC community who are impacted by sexual misconduct, to provide a central site for information regarding the resources and options available to those affected by sexual misconduct; to create and make available programs and resources to educate its community on the prevention of sexual misconduct; and to provide a process to respond to and to investigate allegations of sexual misconduct. Policy 131:

- sets out the principles the University will adhere to with regard to sexual misconduct,
- articulates conduct expectations for all members of the UBC community, and
- outlines the processes and procedures the University will follow when responding to and investigating allegations of sexual misconduct.

Implementation of Policy 131 began in late May 2017. A formal implementation framework and several action plans have been created to guide the ongoing implementation of Policy 131 and these were presented to the People, Community & International Committee in June of 2018 and an update was provided in September 2018. These included:

- Resourcing & Recruitment Plan
- One Year Retrospective Assessment of Policy & Procedures Plan
- Awareness & Communications Plan
- Education Plan
- Operating Model Plan

The Directors of the Sexual Violence Prevention Offices (SVPRO) and the Director of Investigations (DOI) are the key leaders on all aspects of the implementation program and are accountable and empowered to lead the implementation of the outcomes of the work to be done in each component plan noted above. The Vice-President, Human Resources and the interim Vice-President, Students have been actively overseeing the work being done in these implementation plans.

## 1.0 UPDATES ON IMPLEMENTATION PLANS

A high-level progress overview of the implementation plan is outlined in the attached GANTT (Appendix 1) and reflects activities completed to November 1, 2018. We continue to make progress on all implementation activities and are tracking to achieve committed timeframes.

In regards to the Education Plan update, Appendix 2A (UBC-O) and 2B (UBC-V) provide detailed updates from both Directors of SVPRO on educational activities across both campuses. Appendix 2C is an update from the Director of Investigations (DOI).

We continue to make progress on Communication and Awareness Plan activities as represented by Appendices 3A, 3B, and 3C which are information “folders” that will be formally communicated to all Academic and Non-Academic Leaders across both campuses at the end of November (Appendix 3D).

Additional highlights of our progress on the implementation plans are included below.

### 1.1 Update on Recruitment

The Directors of SVPRO and the (DOI) are continuing to build their professional employee teams.

- 8 of 10 positions in the SVPRO office on the Vancouver campus have now been filled with experts in the field of sexual violence. A review of the Indigenous Specialist job description is underway and pending budget approval.
- 2 of the 5 positions in the UBC-O SVPRO office are filled and 3 positions are pending budget approval for 2019/20.
- 6 of the 8 positions in the Investigations Office are now filled. Two internal investigators have now been hired and started in October. Two Advisors have also been hired and started in October – one for the Vancouver campus and one for the Okanagan campus. Appendix 4 provides a bio on each of the new hires.
- One of the key priorities going forward is to realign or recruit dedicated resources for support to respondents. A working committee has been established to consider resourcing needs, qualifications, and reporting structures and will provide recommendations to the Vice-President, Human Resources and Vice-President, Students by the end of November.

Updated organization charts for each office can be found at Appendix 5.

### 1.2 Update on Benchmarking with other Universities

Benchmarking interviews have now been completed with five Canadian universities to capture their experiences, learnings and challenges with establishing and implementing their sexual violence prevention and response policy and support services.

The common themes across include:

- challenges in ensuring institution-wide support
- adequately resourcing to required levels
- leveraging opportunities to gain clarity in roles and accountabilities
- managing operational challenges while implementing the policy
- effectively utilizing varying levels of expertise across the institution required to engage in policy procedures or intersecting policies.

The resourcing levels at UBC for both SVPRO and the Independent Investigations Office meet or exceed what our peers are doing at similar institutions, which demonstrates the level of commitment, and support to the implementation of Policy 131 here at UBC.

It was evident from the benchmarking interviews that the implementation of sexual assault and violence policies and programs is an evolving journey and there is much to be shared and learned from each other.

### 1.3 Consolidation of Work Done to Date under Implementation Plan 5.0 and Plan 2.0

An integral aspect of the implementation work has been engaging with key internal stakeholders to capture the gaps, successes, met and unmet expectations, ongoing needs for role and process clarity, as well as required integrated workflows. All of the learnings and insights from phase 1 of Plan 2.0 (One-year Retrospective Review) and Plan 5.0 (Operating Model) workshop have now been consolidated for continued consultation with the all of the participations of the five workshops.

The Areas of Continued Focus are:

- enhance support for Respondents
- clarify emerging issues of Jurisdiction
- create processes and partnerships to facilitate academic concessions
- continue to address the issue of retaliation
- work on alignment of all policies with policy 131, (eg. WorkSafe BC and other UBC policies)
- clarify roles, processes and policy adherence between IIO and SVPRO, as well units in VPS and VP HR – expected in years 1-3 of policy implementation

The Vice-President, Human Resources and the Vice-President, Students have reviewed the required next steps and are working with identified leads to formalize action plan activities over the coming months. These areas of continued focus activities are now being tracked and are included in the overall implementation plan Gantt Chart at Appendix 1 (item 5).

### 2.0 Full Review of Policy 131

Implementation of Policy 131 began in late May 2017 once the Board of Governors approved the policy in April 2017. The Policy states UBC's commitment to reviewing this Policy at least once every three years, in consultation with students and other members of the UBC Community. The formal three-year review will begin in time to have it completed by May 2020.

Administration were asked to consider starting the three-year review in 2019. Appendix 6 outlines two proposed schedules drafted by the Office of the University Counsel who will oversee the policy review. The first option is if we are targeting approval of a revised Board policy in April of 2020. The second option is if we are targeting approval of a revised Board policy in June of 2020.

Legally, we are obliged to complete a review of the policy by the third anniversary, which would be May 18, 2020. We will be compliant with this requirement with either schedule. Even if the actual approval of revisions does not take place until after May 18, 2020, we are still compliant as long as the review has been completed before that date (which it would necessarily be, in order to make the filing deadlines for the June 2020 meeting).

## Closing

The Vice-President Students and Vice-President Human Resources will continue to update the Committee and the Board of Governors on a regular basis of the progress of the implementation of Policy 131.

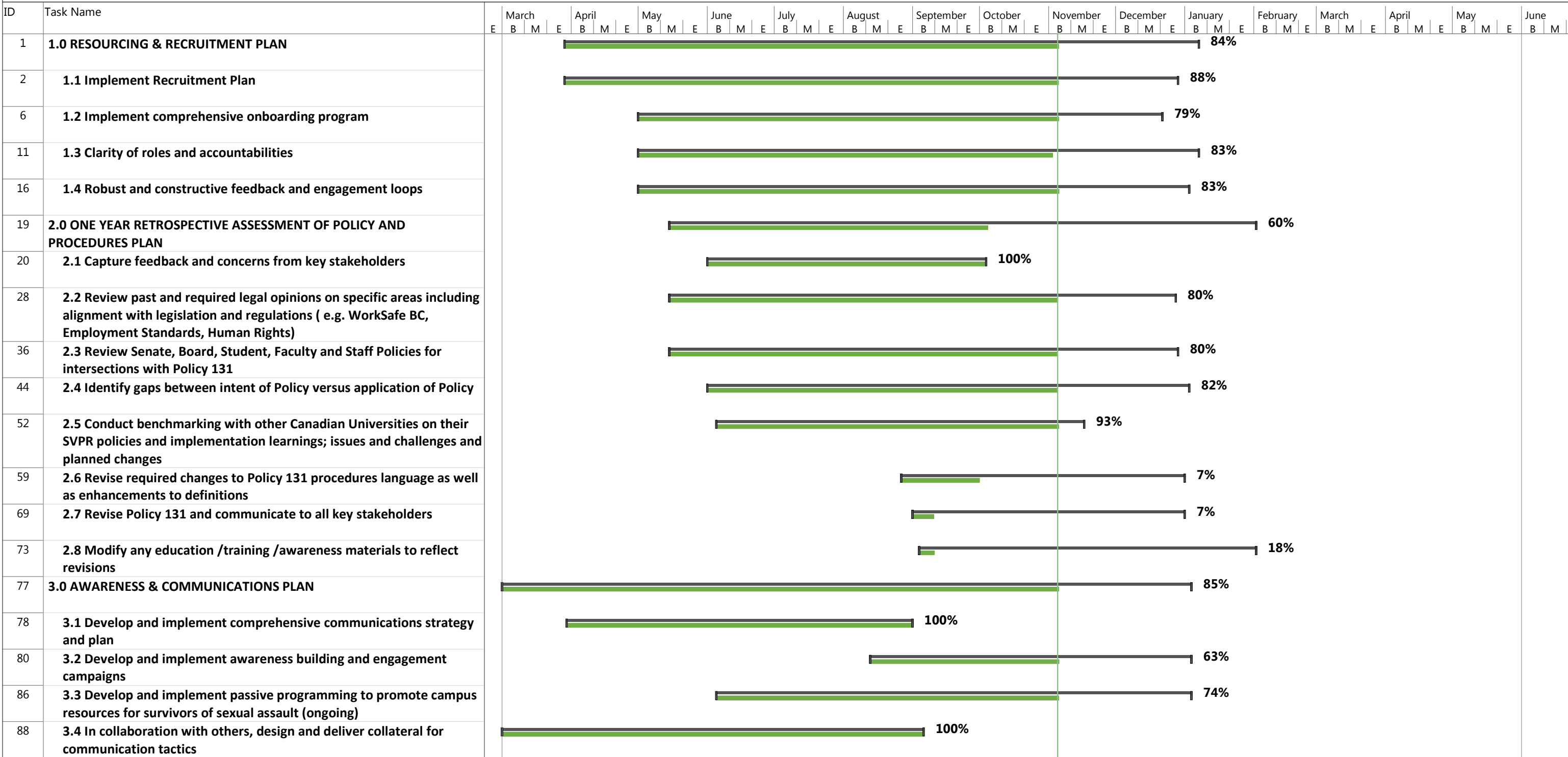
## Attachments

1. GANTT chart
2. A. SVPRO Okanagan Awareness and Education Plan Update (August to October 2018)  
B. SVPRO Vancouver Awareness and Education Plan Update (August to October 2018)  
C. Independent Investigations Office Update (to November 6, 2018)
3. A. *Supporting Survivors of Sexual Violence* Brochure (Vancouver)  
B. *Supporting Survivors of Sexual Violence* Brochure (Okanagan)  
C. Independent Investigations Office (IIO) Brochure
4. Staff Bios - Independent Investigations Office (IIO)
5. Policy 131 Org Chart
6. Policy 131 Three-Year Review Schedule Options

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<b>Previous Report Date</b>	September 13, 2018
<b>Action / Follow Up</b>	The Vice-President Human Resources and the Interim Vice-President Students to return to the People, Community & International Committee in November with updates on progress of the detailed implementation plans for the implementation of Policy 131 and a high-level plan for the three-year review of Policy 131.
<b>Previous Report Date</b>	June 5, 2018
<b>Action / Follow Up</b>	The Vice-President Human Resources and the Acting Vice-President Students to return to the People, Community & International Committee in September with updates on progress of the detailed implementation plans for the implementation of Policy 131.
<b>Previous Report Date</b>	April 13, 2018
<b>Action / Follow Up</b>	The Vice-President Human Resources and the Vice-President Students to return to the People, Community & International Committee with detailed implementation plans for the implementation of Policy 131.

**POLICY 131 - IMPLEMENTATION PLAN**  
**PHASE 2 & 3 SCHEDULE**  
 THE UNIVERSITY OF BRITISH COLUMBIA



Project: Policy 131 - Implementation Plan  
 Date: 05/11/18

Critical		Split		Finish-only		Baseline Milestone		Manual Summary		Inactive Task	
Critical Split		Task Progress		Duration-only		Milestone		Project Summary		Inactive Milestone	
Critical Progress		Manual Task		Baseline		Summary Progress		External Tasks		Inactive Summary	
Task		Start-only		Baseline Split		Summary		External Milestone		Deadline	





## Overview

SVPRO Okanagan has been involved in a number of events, initiatives and trainings to promote the service and as a result, we have observed an increase in self and campus referrals from last year. During the period of Dec 3, 2017 to May 2018, SVPRO supported 37 students, staff and faculty who disclosed an incident of sexual violence. Since the start of the new academic year from August 22 to October 31, 2018, 45 people have accessed the SVPRO for services such as support, information and/or reporting.

A monthly support group has also been established in partnership with a community organization. During the first two months of the academic year, SVPRO Okanagan has reached approximately 1,470 students through various workshops and trainings as indicated in the tables below.

In addition to students, SVPRO reached 331 staff and faculty during the previous year and 52 staff and faculty during the months of September and October (see table below). SVPRO Okanagan also partnered with SVPRO Vancouver in the development of the SVPRO Folder to provide faculty and staff with a step-by-step guide on how to recognize, respond and refer survivors of sexual violence. A full launch of the SVPRO Folder to all departments and programs in partnership with Independent Investigations Office's folder will be completed in January 2019.

## SVPRO Awareness Activities

The *We Believe You* campaign will continue until the end of Term 1. We distributed information SVPRO pamphlets and collateral from the *We Believe You* Campaign in all of the on and off campus (on Academy Hill) residence rooms. Over 600 solidarity postcards were created by campus members and survivors accessing the office.

SVPRO participated in 15 events during September and October by tabling and engaging community members with games, trivia and collateral/prizes. We spent a total of 41 hours at these events.

SVPRO Tabling				
<i>Event</i>	<i>Location</i>	<i>Date</i>	<i>Time</i>	<i>Hours</i>
Faculty Connections (Dinner for new Faculty)	Sunroom (Admin Building)	29-Aug-18	4:00 - 7:00	3.0 hours
Welcome Back BBQ for Faculty and Staff	University Commons	30-Aug-18	11:30 – 1:00	1.5 hours
New Grads Student Trade Show	EME Foyer	30-Aug-18	12:00 - 2:00	2.0 hours
Create (Orientation Day)	Commons Field	5-Sep-18	11:00 - 3:00	3.0 hours
White T-Shirt Party	Commons Field	7-Sep-18	7:00 - 11:00	4.0 hours
Expo Days (UBSUO Clubs Day)	Courtyard	12-Sep-18	10:00 - 3:00	5.0 hours
Human Rights Pit Stop	Sexual Violence Prevention and Response Office	20-Sep-18	9:30 - 11:00	1.5 hours
Frosh Party	H Lot	22-Sep-18	7:00 - 11:00	4.0 hours
Self-Development and Empowerment (organized SHHS)	UNC Ballroom	24-Sep-18	5:30 - 7:00	1.5 hours
Sexual Violence Awareness (organized by students)	Courtyard	3-Oct-18	11:00 - 2:00	3.0 hours
Pro-Choice (partnered with S.A.R.A.)	Courtyard	12-Oct-18	9:00 – 11:30	2.5 hours
Pro-Choice (partnered with S.A.R.A.)	Courtyard	17-Oct-18	9:00 - 11:30	2.5 hours
Slutwalk	Outside of UNC	25-Oct-18	12:00 - 1:00	1.0 hour
Fright night	H Lot	27-Oct-18	7:00 - 11:00	4.0 hours
Sexapalooza (SHH organized)	UNC Ballroom	3-Nov-18	2:00 - 4:30	2.5 hours
<b>Totals:</b>	<b>15 events</b>	<b>14 dates</b>	<b>41 hours</b>	



## Outreach to Students

Student Presentations and Trainings						
Event	Attendee Groups	Presentation Type	Date	# of Attendees	Partner(s)	Strategic Priority/ies
Jumpstart Leaders Training	Jumpstart Student Leader	Responding to Disclosure Presentation	22-Aug-18	48	International Programs and Service	Train 1 <sup>st</sup> Responders
Jumpstart Leaders Training	Jumpstart Student Leader	Responding to Disclosure Presentation	23-Aug-18	49	International Programs and Service	Train 1 <sup>st</sup> Responders
Resident Advisor Orientation	Resident Advisors	Responding to Disclosures	27-Aug-18 2 presentations	67	SHHS	Train 1 <sup>st</sup> Responders
Jumpstart Orientation	Jumpstart Participants	Can I Kiss You Presentation	28-Aug-18 4 presentations	265	International Programs and Service	Educate new students about healthy relationships, consent and Policy 131
Jumpstart Orientation	Jumpstart Participants	Can I Kiss You Presentation	29-Aug-18 4 presentations	265	International Programs and Service	Educate new students about healthy relationships, consent and Policy 131
Resident Advisor Orientation	Resident Advisors	RA Training – Role Playing Disclosures	31-Aug-18	67	SHHS	Train 1 <sup>st</sup> Responders
Parents Conference	Parents of Students	Sexual Violence on Campuses: How Parents Matter	2-Sep-18 2 presentations	11	Student Development	Train 1 <sup>st</sup> Responders and SVPRO awareness
CREATE Orientation	CREATE Volunteers	Changing the Orientation Script- Bystander Intervention Training	3-Sep-18	200	Student Experience Office	Build Bystander Intervention Skills
Student Union Club and Course Union Executive	Student Executives	Intro of SVPRO	8-Sep-18	120	UBSUO	Awareness of SVPRO
Frosh Party	Frosh Volunteers	Bystander Intervention and RTD	20-Sep-18	25	S.A.R.A., Fraternities and Sororities	Train 1 <sup>st</sup> Responders
Graduate Student Advisory Council	Elected Council Members	Intro to SVPRO	26-Sep-18	20	College of Graduate Studies	Awareness of SVPRO
Athlete Orientation	Student Athletes	Bystander Intervention Training	9-Oct-18	17	Student Athletics	Build Bystander Intervention Skills
Athlete Orientation	Student Athletes	Rape Culture, Consent and Awareness of Sexual Violence	16-Oct-18	17	Student Athletics	Educate student leaders about

## Policy 131 Implementation: SVPRO Okanagan Awareness and Education Plan Update

For the period of August 22 to October 31, 2018

Student Presentations and Trainings						
Event	Attendee Groups	Presentation Type	Date	# of Attendees	Partner(s)	Strategic Priority/ies
						Consent and Policy 131
First Year Students	SOCI 100 class	Sexual Assault and the Law	16-Oct-18	118	Faculty of Arts and Sciences	Awareness of Sexual Violence and SVPRO
First Year Students	SOCI 100 class	Sexual Assault and the Law	17-Oct-18	232	Faculty of Arts and Sciences	Awareness of Sexual Violence and SVPRO
Off Campus Private Student Housing Advisors	Residence Advisors	RTD	20-Oct-18	6	Atrium Student Housing	Train 1 <sup>st</sup> Responders
Fright Night	Fright Night Volunteers	Bystander Intervention and RTD	27-Oct-18	7	S.A.R.A.	Train 1 <sup>st</sup> Responders
Aboriginal Peers Orientations	Aboriginal Peers	RTD	19-Nov-18	10	Aboriginal Programs and Services	Train 1 <sup>st</sup> Responders
Aboriginal Peers Orientations	Aboriginal Peers	RTD	26-Nov-18	10	Aboriginal Programs and Services	Train 1 <sup>st</sup> Responders
<b>Totals</b>			<b>27 workshops</b>	<b>1,470 students</b>	<b>45 hours</b>	

## Undergraduate and Graduate Orientations

SVPRO Okanagan was involved in many of the orientations for student leaders, jump start students, first year students and graduate students. Over 1,470 students attended 27 workshops totaling 45 hours of content delivery.

## Outreach to Faculty and Staff

Faculty and Staff Presentations and Trainings						
Event	Attendee Groups	Presentation Type	Date	# of Attendees	Partner(s)/Presenters	Strategic Priority/ies
Q and A	All staff and Faculty	Q and A Policy 131	24-Jan-18	60	IIO and EIO	Awareness of Policy 131 and SVPRO
Developing Minds	Staff and Faculty	Responding to Disclosures	29 Jan-18	20	Multiple Partners	1 <sup>st</sup> Responders
Faculty Council	Arts and Sciences	Overview of SVPRO and Policy 131 & Q&A	5-Feb-18	60	Faculty of Arts and Sciences; IIO	Awareness of SVPRO
Staff Training	Academic Advisors	Responding to Disclosures	19-Feb-18	11	Student Development	1 <sup>st</sup> Responders
Faculty Council	Creative and Critical Studies	Overview of SVPRO and Policy 131 & Q&A	16-Mar-18	20	Faculty of Creative and Critical Studies	Awareness of SVPRO
Faculty Council	Management	Overview of SVPRO and Policy 131 & Q&A	16-Mar-18	16	Faculty of Management	Awareness of SVPRO

## Policy 131 Implementation: SVPRO Okanagan Awareness and Education Plan Update

For the period of August 22 to October 31, 2018

Faculty and Staff Presentations and Trainings						
Event	Attendee Groups	Presentation Type	Date	# of Attendees	Partner(s)/Presenters	Strategic Priority/ies
Faculty Council	Health and Social Development	Overview of SVPRO and Policy 131 & Q&A	19-Mar-18	32	Nursing Students; Health and Wellness	Awareness of SVPRO
Staff Training	Security	Responding to Disclosures	20-Mar-18 27-Mar-18	10	Security	1 <sup>st</sup> Responders
Team Meeting	College of Graduate Studies	Overview of SVPRO and Policy 131 & Q&A	10-Apr-18	14	College of Graduate Studies	Awareness of SVPRO
Staff Annual Training: Taking Care of Ourselves and Others	All Staff in VPS Portfolio	Trauma Informed Practice	2-May-18	50	Health and Wellness, HR, Advising	1 <sup>st</sup> Responders
Training	Human Resources	Responding to Disclosures	4-Jul-18	11	Human Resources	1 <sup>st</sup> Responders
HR Orientation	New Staff and Faculty	Overview of SVPRO and Policy 131 & Q&A	20-Jul-18	15	Human Resources	Awareness of SVPRO
Okanagan Leadership Team	Deans, DVC, VPS, AVPS	Overview of SVPRO and Policy 131 & Q&A	30-Jul-18	12	IIO	Awareness of SVPRO
Training	Faculty	Responding to Disclosure	28-Sep-18	22	Faculty of Creative and Critical Studies	1 <sup>st</sup> Responders
Monthly Academic Leaders Team Meeting	Academic Leaders Team	What has happened and where it's going – Policy 131	1-Oct-18	30	Human Resources, IIO	Awareness of SVPRO
		<b>Totals (Last Year)</b>	<b>14 workshops</b>	<b>331 Staff/ Faculty</b>	<b>23 hours</b>	

## SVPRO Folder

The new SVPRO Folder provides a step-by-step guide on how to recognize, respond, and refer disclosures of sexual violence. We have printed 1,500 copies of the Folder and currently 200 copies of the folder have been distributed at various staff and faculty events. We will be disseminating them to all faculties and programs in collaboration with the folder from the Independent Investigations Office by January 2019.

An upcoming issue of the *UBC Bulletin* will introduce the SVPRO and IIO Folders.

## Community Outreach

We have primarily focused on the UBC community, however, SVPRO has also focused on connecting and building partnerships outside of UBC, inclusive of The Central Okanagan Elizabeth Fry Society, Vernon Jubilee Hospital, Okanagan Clinical Counselling, and the RCMP. Events attended include the SART meeting on September 12 where all community providers who support victims of sexual violence (social workers, physicians, nurses, RCMP, community based victim services) gathered and exchanged ideas.

We also developed a protocol with EFRY for Third Party Reporting. Community outreach initiatives also included involving a counsellor from the community in the monthly support groups as well as developing a protocol with Vernon Jubilee Hospital whereby we can contact the on-call nurses when we leave to reduce waiting time.

## Upcoming Highlights

### **Presentations/Training**

- § DATE TBD: Info Session for Faculty Council
- § Nov 19, 2018: Academic Success Committee and Okanagan Leadership Team – 30 min Info Session & 15 mins Q&A
- § Nov 19, and 27, 2018: Aboriginal Students and Leaders – 3 hrs Responding to Disclosures Workshop

### **Resources in Production**

- § Website updates
- § How to Support a Friend who Discloses (student pamphlet)
- § SVPRO handbill for community providers
- § Condom boxes
- § Consent Campaign collateral

**Policy 131 Implementation: SVPRO Awareness and Education Plan Update**  
For the period of August 23 to October 28, 2018

## Overview

SVPRO has engaged in a number of initiatives to promote the new office resulting in an increased rate of referral compared to last year. Last year, SVPRO received a total of 159 disclosures. During the month of September 2018 alone, 62 survivors accessed the office for information, support and assistance. In addition, SVPRO is co-facilitating support group with UBC Counselling. Presentations and trainings have reached approximately 4,400 students as well as 108 staff and faculty. A new SVPRO Folder was created to provide faculty and staff with a step-by-step guide on how to recognize, respond and refer survivors of sexual violence. Approximately 2,400 copies have been distributed to date.

## SVPRO Awareness Activities

The *We Believe You* campaign extended until end of term. “Pledge” in Nest, Life Building, Koerner, and Varsity Gym was well received. Over 2K solidarity postcards created by campus members.

SVPRO hosted interactive booths at 18 campus events totaling approximately 86 hours - mostly in September 2018 (See table below for details). We also partnered with UBC Campus Bookstore to distribute branded chocolate at the point-of-purchase on September 04-08, 2018.

Lastly, interior bus ads were installed in 100 buses along the B-Line.

SVPRO Tabling				
<i>Event</i>	<i>Location</i>	<i>Date</i>	<i>Time</i>	<i>Hours</i>
Jumpstart Resource Fair	Vanier	26-Aug-18	10:00-3:00	5
Jumpstart Resource Fair	Totem Park	26-Aug-18	10:00-3:00	5
Grad Student Campus Resource & Student Activity Fair	Main Mall by Belkin Gallery	30-Aug-18	3:00-6:00	3
SPARK Leader Training	Henry Angus	3-Sept-18	12:00-1:00	1
Imagine UBC	Martha Piper Plaza	4-Sept-18	1:00-4:00	3
UBC Bookstore 1st Week	UBC Bookstore	4-7-Sept-18	10:00-3:00	20
SPARK	Main Mall by Henry Angus	8-Sept-18	1:00-2:00	1
Welcome Back Staff BBQ	Flagpole Plaza	11-Sept-18	12:00-2:00	2
First Nations House of Learning Welcome Back BBQ	Longhouse	11-Sept-18	12:30-3:00	2.5
Business Week	Main Mall by Henry Angus	13-Sept-18	11:00-2:00	3
AMS Clubs Days	The Nest	18-21-Sept-18	11:00-2:00	12
Partnership with Wellness Peers and Life Building Pledge	Life Building	19, 20, 26, 27-Sept-18	11:00-1:00 W 12:00-2:00 Th	16
Fall into Wellness Lunch	Longhouse	25-Sept-18	12:00-2:00	2
Wellbeing Liaison Resource Fair	Life Building/CIRS	4, 12-Oct-18	10:30-11:30	2
RCMP Open House	RCMP UBC Detachment	13-Oct-18	10:00-2:00	4
UBC Pride Installation Celebration	Outside Nest	15-Oct-18	12:00-1:00	1
Let's Talk About Sex	Totem Park	16-Oct-18	6:00-7:00	1
Success in Science: Wellbeing	Abdul Ladha Science Students' Centre	24-Oct-18	5:00-7:00	2
<b>Totals:</b>	<b>18 events</b>	<b>28 dates</b>		<b>85.5 Hours</b>

## Policy 131 Implementation: SVPRO Awareness and Education Plan Update

For the period of August 23 to October 28, 2018

## Outreach to Students

Student Presentations and Trainings						
Event	Attendee Groups	Presentation Type	Date	# of Attendees	Partner(s)	Strategic Priority/ies
JSOL and CA Training	JSOL student staff	RTD	23-Aug-18	250	Centre for Student Involvement in Careers (First Year Experience)	Train 1st Responders
RA Training	RA student staff	RTD	23-Aug-18	250	SHHS	Train 1st Responders
Athlete Orientation	Varsity Athletes	Intro to SVPRO	27-Aug-18	300	Varsity Athletics, Equity and Inclusion Office	Awareness of SVPRO
		Postcards, embedded in workshop				
Jump Start Wellness Session	First Year Students	Intro to SVPRO, embedded	28-Aug-18	2500	Health Promotions	Awareness of SVPRO
Grad Student Training	Grad Students, GSS	RTD	28-Aug-18	30	Graduate Students' Society	Train, Awareness
RHA Training	RHA	RTD	30-Aug-18	65	SHHS, Residence Hall Association	Train, Awareness
Grad Student Orientation	New grad students	Intro to SVPRO, embedded	30-Aug-18	500	Faculty of Graduate Studies, Health Promotions	Awareness of SVPRO
SEO Student Leader Training	Undergrad Society Student Leaders	Intro to SVPRO, embedded	2-Sep-18	25	Student Engagement Officers	Awareness of SVPRO
Athlete Orientation	Varsity Athletes	Intro to SVPRO	11-Sep-18	300	Varsity Athletics, Equity and Inclusion Office	Awareness of SVPRO
		Postcards embedded in workshop				
Volunteer Training	SASC	Intro to SVPRO	21-Sep-18	50	AMS SASC	Awareness of SVPRO
Wellness Peer Training	Wellness Peers	Intro to SVPRO	9-Oct-18	40	Health Promotions	Awareness of SVPRO
Let's Talk about Sex - Totem	Totem Residents	Panel participation on consent	16-Oct-18	40	SHHS	Awareness of SVPRO
Student Senate	Student Senators	Intro to SVPRO	17-Oct-18	10	Student Senators	Educate Leaders
Let's Talk about Sex - Orchard	Orchard Residents	Panel participation on consent	18-Oct-18	40	SHHS	Awareness of SVPRO

## Undergraduate and Graduate Orientations

The Jumpstart Orientation embedded SVPRO slides in its Wellness presentations to approximately 2,500 first year undergraduate students. In addition, 2,335 *We Believe You* buttons were distributed to first year undergraduate students via Student Engagement Officers. SVPRO slides were embedded into the Graduate Student Orientation Wellness presentation. Approximately 500 incoming graduate students attended the workshop.

## Policy 131 Implementation: SVPRO Awareness and Education Plan Update

For the period of August 23 to October 28, 2018

## Outreach to Faculty and Staff

Faculty and Staff Presentations and Trainings						
Event	Attendee Groups	Presentation Type	Date	# of Attendees	Partner(s)/Presenters	Strategic Priority/ies
Committee of Deans	Deans and Heads	SVPRO Folder	4-Oct-18	26	Student Development & Services	Awareness of SVPRO; Educate Leaders
Wellbeing Liaison Orientation Session 1	Faculty and Staff Wellbeing Liaisons	SVPRO Folder	4-Oct-18	18	Health Promotions	Awareness of SVPRO
Vantage College Faculty Meeting	Faculty, Vantage College	SVPRO Folder	9-Oct-18	23	Student Development & Services	Awareness of SVPRO
Associate Deans Academic Meeting	Associate Deans	SVPRO Folder	10-Oct-18	26	Student Development & Services and UBC Legal	Awareness of SVPRO; Educate Leaders
Wellbeing Liaison Orientation Session 2	Faculty and Staff Wellbeing Liaisons	SVPRO Folder	12-Oct-18	22	Health Promotions	Awareness of SVPRO
Wellness Advisors Meeting	Wellness Advising Staff	SVPRO Folder	16-Oct-18	5	Counselling	Awareness of SVPRO
Campus Watch	Faculty/ Staff, Campus Security,	SVPRO Folder and Support Services	17-Oct-18	30	Campus Security	Awareness of SVPRO
Heads and Directors Meeting	Heads and Directors, Applied Sciences	SVPRO Folder	24-Oct-18	15	Student Development & Services	Awareness of SVPRO; Educate Leaders
Wellbeing Liaison Orientation Session 1	Faculty and Staff Wellbeing Liaisons	SVPRO Folder	4-Oct-18	18	Health Promotions	Awareness of SVPRO

## SVPRO Folder

The new SVPRO Folder provides step-by-step guide on how to recognize, respond, and refer disclosures of sexual violence. About 2,400 copies have been distributed to-date and an additional 3,000 copies have been ordered to meet anticipated demand. A letter accompanying the folders includes information about how to request introductory training about SVPRO and Policy 131 - new requests are coming in each week. We anticipate that all faculties will receive SVPRO folders by end of November 2018. While there is a digital version, printed versions are being emphasized to promote use and retention. The digital version is available at: [https://facultystaff.students.ubc.ca/sites/facultystaff.students.ubc.ca/files/SVPRO\\_Folder\\_Web.pdf](https://facultystaff.students.ubc.ca/sites/facultystaff.students.ubc.ca/files/SVPRO_Folder_Web.pdf)

An upcoming issue of the *UBC Bulletin* will introduce the SVPRO and IIO Folders.

## Community Outreach

While most of our focus has been within the UBC community, SVPRO is also building relationships with two of our most significant community partners: the RCMP and the Sexual Assault Service @ BC Women's Hospital. Our team hosted a booth at the UBC RCMP Detachment's Open House to increase awareness among general duty members and visitors. We have also met with Sexual Assault Service @ BC Women's Hospital to introduce the program and discuss referral protocols.

Policy 131 Implementation: SVPRO Awareness and Education Plan Update

For the period of August 23 to October 28, 2018

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## Upcoming Highlights

### Presentations/Training

- § Oct 30, 2018: Thrive Week SVPRO Open Houses – a. *How to Help a Colleague* (for faculty and staff) and b. *How to Help a Friend* (for students)
- § Nov 01, 2018: SVPRO Folder Training – *Faculty of Science Academic Advising Office*
- § Nov 01, 2018: SVPRO Folder Training – *Sauder Lunch and Learn*
- § Nov 15 2018: SVPRO Folder Training – *Faculty Equity Leads Meeting*
- § Nov 20, 2018: SVPRO Folder Training – *Sauder Division Head Meeting*
- § Nov 22, 2018: SVPRO Folder Training – *Sauder DAE Staff Meeting, Robson Square*
- § Nov 23, 2018: SVPRO Folder Training – *Green College*
- § Dec 05, 2018: *Provost Senior Leadership Onboarding Program*
- § DATE TBD: *ResLife Training for Residence Life Managers and Residence Advisors*

### Resources in Production

- § Student Guide to Policy 131 created and illustrated by student employee.
- § SVPRO brochure.
- § Website updates.



## Policy 131 Implementation - Independent Investigations Office

For the period November 6, 2018

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### Recruitment Update

The Director of Investigations (DOI) has now hired four additional resources to the Independent Investigations Office (IIO) team – 2 IIO Advisors and 2 Internal Investigators. These professionals started in mid to late October and are onboarding to UBC, Policy 131 and Policy 3, and current cases.

#### **IIO Advisors:**

- Through its leadership and collaborative action, the IIO will further UBC's commitment to ensure that all complaints related to sexual misconduct, discrimination and harassment are received and resolved in a manner that is consistent with procedural fairness, impartiality and timeliness.
- The IIO Advisor is responsible for managing all concerns and complaints which come to the IIO under UBC Policy #131: Sexual Assault and other Sexual Misconduct and offers support to the Human Rights Advisor in managing concerns and complaints under UBC Policy #3: Harassment and Discrimination. Moreover, the IIO Advisor will contribute to the University's commitment to building respectful, diverse and inclusive working, learning, and living environments.
- The IIO Advisor conducts educational outreach to students, faculty and staff on UBC Policy #131 and UBC Policy #3, and disseminates communication materials to raise awareness on campus in support of these policies and the role of the IIO.

#### **Internal Investigators:**

- As a member of the Independent Investigations Office, the Investigators are skilled in trauma-informed approaches, including interviewing, analysis and evaluative skills. They are also skilled in working effectively with diverse communities and organizations.
- The role will be primarily responsible for investigating complaints under Policy 131 and Policy 3 involving persons who are alleging sexual misconduct and those who are alleged to have committed sexual misconduct, harassment and/or discrimination. Advanced knowledge of human rights and/or administrative law, procedural fairness, relevant legislation, and standards of practice are required, as well as experience in conducting independent investigations and/or experience in a quasi-judicial role.

### DOI Communication & Awareness Activities

Despite limited resources prior to the new staff arriving, the DOI has been partnering with other UBC professionals on a number of activities related to communications, awareness and education of Policy 131, procedural fairness, reporting, and investigations.

- The DOI Advisory Council is established and has now met twice. The purpose of this Council is to provide advice and guidance to the DOI on UBC systems, culture, history, and neutral guidance on questions the DOI may have on particular issues arising out of reports and or investigations. Council meets on a monthly basis.

Policy 131 Implementation - Independent Investigations Office

For the period November 6, 2018

- Stakeholders meeting with Union reps from CUPE 116, CUPE 2950, AAPS and FA are being held (throughout October and November) to share and discuss investigation procedures and concepts of restorative justice and procedural fairness.
- Consultation continues with key UBC stakeholders such as the Committee with the Deans and the Provost & Vice-Principal Academic to increase awareness; provide advice and guidance; identify issues identify gaps in awareness; and to share ideas on education and awareness strategies. As an example, the Dean of the Sauder School of Business has asked for an information session the UG Bachelor of Commerce and Faculty members for November.

**IIO Folder**

The new IIO Folder provides step-by-step guide on:

- How to report sexual misconduct
- What Is Due process and Procedural Fairness?
- What You Need to Know About “Consent”
- What to expect from the IIO
- What is Alternative Dispute Resolution?

An upcoming issue of the *UBC Bulletin* will introduce the SVPRO and IIO Folders.

**Education Activities**

**Training for Academic leaders:**

Topic	Scheduled
2 hour Presentation at Academic Leadership and Staff in the Okanagan with SVPRO-O on “What has happened and where it’s going – Policy 131” Deans presented on the panel.	Oct 2, 2018
DOI Presentation at Deans Meeting (UBC-V)	Oct 3, 2018
DOI Presentation for Academic Heads & Directors of Academic Units (UBC-V)	Oct 4, 2018
Presentation on Policy 3 and 131 scheduled with HR advisors from the Faculty of Medicine	Nov 3, 2018

**Training for Adjudicators:**

Topic	Scheduled
Trauma-informed training for Employee Relations, Labour Relations and Faculty Relations	By end of Feb 2019

Policy 131 Implementation - Independent Investigations Office

For the period November 6, 2018

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**CURRENT INVESTIGATIONS (As of November 6, 2018)**

**UBC-O = 8**

- 2 Active Policy 131 Investigations
- 0 Active Policy 3 Investigations
- 3 Policy 131 Investigations are in consultation
- 2 Policy 131 Investigation Reports have been received and are being reviewed by DOI
- 1 Policy 131 Investigation is being held in abeyance awaiting further information

**UBC-V = 10**

- 6 Active Policy 131 Investigations (1 investigation has 15 respondents and separate reports). 1 Incoming investigation
- 1 Policy 3 Investigation Report received – being reviewed by DOI
- 1 Policy 131 Investigation Report received – being reviewed by DOI
- 1 Policy 131 Investigation held in abeyance – awaiting information

**Community Outreach**

While most of our focus has been within the UBC community, the DOI is also building relationships with other Western Universities to share best practices, insights, and issues regarding dealing with high profile investigations, disclosures and reporting of sexual violence and misconduct; procedural fairness in investigations; alternative dispute resolution and restorative justice. The next session is one-day session is on Nov 27 and there will be representatives from the University of Manitoba, University of Alberta, University of Saskatchewan, SFU, and University of Victoria; along with UBC.

## STEPS FOR A SURVIVOR TO TAKE AFTER A SEXUAL ASSAULT

### 1 GET TO A SAFE PLACE.

Call 911 if someone is injured or in immediate danger.

### 2 GO TO THE NEAREST HOSPITAL.

Survivors may need medical attention even if you don't have visible signs of injury. If the assault took place within the last 7 days, there is a special team of nurses at the hospital who can help.

Ask for a Sexual Assault Nurse Examiner (SANE Nurse) at:

 Vancouver General Hospital, 24/7  
910 West 10th Avenue, 604-875-2881

 UBC Hospital Urgent Care Centre, 8am-10pm every day,  
2211 Wesbrook Mall, 604-822-7121

 Surrey Memorial Hospital, 24/7  
13750 96 Avenue, 604-953-4723

 Abbotsford Regional Hospital, 24/7  
32900 Marshall Road, 604-851-4700

### 3 GET SUPPORT.

Call the confidential **Sexual Violence Prevention and Response Office** at 604-822-1588 to get support and explore your options. We can help you find a safe place to stay, get help at school or work, accompany you to the hospital, police station, or court, and explain your reporting options.

#### Maintain survivors' confidentiality.

Do NOT submit an Early Alert to refer students who disclose sexual violence. Instead, ask if you can refer them to SVPRO for support.

You can also refer survivors to the AMS Sexual Assault Support Centre in the AMS Student Nest, 6133 University Blvd, Room 3127 604-827-5180

# SUPPORTING SURVIVORS OF SEXUAL VIOLENCE

**The Sexual Violence Prevention and Response Office (SVPRO) is a safe and confidential place for students, faculty and staff who have experienced sexual violence, regardless of when or where it took place.**

#### What is sexual violence?

Sexual violence is any act of a sexual nature against a person who does not or cannot give consent. It can be physical or psychological and include threats or attempts.

#### SVPRO can help:

- Make a safety plan
- Navigate hospital, police, and court systems
- Find emergency housing
- Explain reporting options
- Facilitate academic concessions
- Coordinate workplace accommodations

You do not have to go to the hospital or make a police report to get help. We are here to help, whatever you decide.

#### SVPRO

6363 Agronomy Road,  
4th Floor, Room 4071  
604-822-1588

Monday-Friday, 8:30am-4:30pm  
gethelp@svpro.ubc.ca  
svpro.ubc.ca

**WE BELIEVE YOU**

**UBC** Sexual Violence Prevention and Response Office

# TALKING TO A SURVIVOR

## 1 **RECOGNIZE A DISCLOSURE.**

In your role, a student, staff and faculty may share information with you about an incident of sexual violence. This is a disclosure.

Your response can have a positive impact on survivors' awareness of and access to critical campus resources.

When you receive a disclosure, refer to the Sexual Violence Prevention and Response Office.

## 2 **RESPOND WITH EMPATHY AND EMPOWER SURVIVORS TO MAKE THEIR OWN CHOICES.**

**Encourage survivors to seek safety and support.**

Survivors may need medical attention even if there are no visible signs of injury.

- If a survivor has experienced a sexual assault within the last 7 days, consult the "Steps to Take After a Sexual Assault" on the last page of this folder.

**Encourage survivors to explore their options.**

Survivors may experience a wide range of reactions that can impact any area of their life including attendance and/or performance at school or work.

- Survivors may want to explore academic concessions, workplace accommodations or other supports

**Encourage survivors to exercise autonomy and self-determination.**

Survivors often experience a loss of power and control.

- Encourage survivors to make their own decisions.

## 3 **REFER SURVIVORS TO THE SEXUAL VIOLENCE PREVENTION AND RESPONSE OFFICE (SVPRO).**

**Referring survivors to SVPRO can lessen the impact of trauma.**

If survivors are hesitant to reach out for help, **there are 3 ways you can refer:**

- Call SVPRO at 604-822-1588 before, during, or after a disclosure.
- Accompany survivors to the SVPRO office in Orchard Commons, 6363 Agronomy Road, Room 4071.
- Ask survivors if they prefer SVPRO to make initial contact by phone or email.

**Ask survivors for consent before you take action. If a survivor consents, make a plan to follow up at a later time. Respect their decisions, whatever they decide.**



### **Language Matters**

Empathy means trying to understand a survivor's experience without judgement. Let survivors know they are not alone. Ask open-ended questions that start with "what" or "how."

*"What do you need?"*

*"How can I support you?"*

**Every survivor is unique.**

Be aware of specific needs, concerns, or barriers related to "their access to power and privilege, their sex, sexual identity, gender identity or expression, racialization, age, family status, religion, faith, ability, disability, national or ethnic origin, Indigeneity, immigration status, socio-economic status, class, and language."

*UBC Policy 131, section 1*

## STEPS FOR A SURVIVOR TO TAKE AFTER A SEXUAL ASSAULT


### 1 GET TO A SAFE PLACE.

Call 911 if someone is injured or in immediate danger.

### 2 GO TO THE NEAREST HOSPITAL.

Survivors may need medical attention even if you don't have visible signs of injury. If the assault took place within the last 7 days, there is a special team of nurses or doctors at the hospital who can help.

Ask for Sexual Assault Service at:

 Vernon Jubilee Hospital, 24/7  
2101 32 Street, Vernon, 250-545-2211

 Kelowna General Hospital, 24/7  
2268 Pandosy Street, Kelowna, 250-862-4000

### 3 GET SUPPORT.

Call the confidential **Sexual Violence Prevention and Response Office** at 250-807-9640 to get support and explore your options. We can help you find a safe place to stay, get help at school or work, accompany you to the hospital, police station, or court, and explain your reporting options.

### 4 REPORTING OPTIONS.

Call Kelowna RCMP at 250-762-3300 or go to Kelowna RCMP Detachment 1190 Richter Street

**Want to stay anonymous?** If you want to report a sexual assault to the police and remain anonymous, the SVPRO can help you file a Third Party Report. The SVPRO will not disclose your name or any other identifying information.

**Report to UBC:** If you want UBC to investigate a sexual assault or other form of sexual misconduct, please contact the Independent Investigation Office. Each investigation is conducted in a trauma informed, confidential and respectful manner in accordance with the principles of procedural fairness. You can report directly to this office.  
604-827-2060 | [director.of.investigations@ubc.ca](mailto:director.of.investigations@ubc.ca)

#### Maintain survivors' confidentiality.

Do NOT submit an Early Alert to refer students who disclose sexual violence. Instead, ask if you can refer them to SVPRO for support.

You can also refer survivors to the Central Okanagan Elizabeth Fry Society,

Monday to Friday 8:30am - 4:30pm  
649 Leon Avenue, Kelowna, BC

250-763-4613 | [info.efry@coefs.ca](mailto:info.efry@coefs.ca)

# SUPPORTING SURVIVORS OF SEXUAL VIOLENCE

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### What is sexual violence?

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### SVPRO can help:

- Make a safety plan
- Navigate hospital, police, and court systems
- Find emergency housing
- Explain reporting options
- Arrange academic concessions
- Coordinate workplace accommodations

Survivors do not have to go to the hospital or make a report to get help. We are here to help, whatever they decide.

#### SVPRO

1270 International Mews  
120 Nicola Townhome  
250-807-9640  
[svpro.okanagan@ubc.ca](mailto:svpro.okanagan@ubc.ca)  
[svpro.ok.ubc.ca](http://svpro.ok.ubc.ca)

WE BELIEVE YOU

UBC Sexual Violence Prevention and Response Office



# TALKING TO A SURVIVOR

## 1 **RECOGNIZE A DISCLOSURE.**

In your role, A student, staff and faculty may share information with you about an incident of sexual violence. This is a disclosure.

Your response can have a positive impact on survivors' awareness of and access to critical campus resources.

When you receive a disclosure, refer to the Sexual Violence Prevention and Response Office.

If the survivor wants to make a report to UBC for an investigation, see back page of this folder and "Reporting to the IIO" insert.

## 2 **RESPOND WITH EMPATHY AND EMPOWER SURVIVORS TO MAKE THEIR OWN CHOICES.**

### **Encourage survivors to seek safety and support.**

Survivors may need medical attention even if there are no visible signs of injury.

- If a survivor has experienced a sexual assault within the last 7 days, consult the "Steps to Take After a Sexual Assault" on the last page of this folder.

### **Encourage survivors to explore their options.**

Survivors may experience a wide range of reactions that can impact any area of their life including attendance and/or performance at school or work.

- Survivors may want to explore academic concessions, workplace accommodations or other supports.

### **Encourage survivors to exercise autonomy and self-determination.**

Survivors often experience a loss of power and control.

- Encourage survivors to make their own decisions.

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### **Referring survivors to SVPRO can lessen the impact of trauma.**

If survivors are hesitant to reach out for help, **there are 3 ways you can refer:**

- Call SVPRO at 250-807-9640 before, during, or after a disclosure.
- Accompany survivors to the SVPRO office  
1270 International Mews, Nicola Townhome 120.
- Ask survivors if they prefer SVPRO to make initial contact by phone or email.

**Ask survivors for consent before you take action. If a survivor consents, make a plan to follow up at a later time. Respect their decisions, whatever they decide.**



### **Language Matters**

Empathy means trying to understand a survivor's experience without judgement. Let survivors know they are not alone. Ask open-ended questions that start with "what" or "how."

*"What do you need?"*

*"How can I support you?"*

### **Every survivor is unique.**

Be aware of specific needs, concerns, or barriers related to "their access to power and privilege, their sex, sexual identity, gender identity or expression, racialization, age, family status, religion, faith, ability, disability, national or ethnic origin, Indigeneity, immigration status, socio-economic status, class, and language."

*UBC Policy 131, section 1*



THE UNIVERSITY OF BRITISH COLUMBIA

Independent Investigations Office

# THE INDEPENDENT INVESTIGATIONS OFFICE AT UBC

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***IMPARTIAL. INDEPENDENT. TRAUMA-INFORMED.***

## **Who We Are**

The Independent Investigations Office (IIO) is a newly created office serving both UBC Vancouver and UBC Okanagan. The IIO is dedicated to receiving and responding to complaints of sexual assault, sexual misconduct, discrimination and harassment under Policy 131 and Policy 3. The IIO is committed to a trauma-informed investigation process that is fair, impartial, and respects the rights of all parties.

### **IMPARTIAL**

The IIO is an impartial office committed to ensuring that everyone's rights are respected. We do not advocate for the complainant or the respondent. However, we offer a fair, respectful, and unbiased approach to all parties to an investigation or complaint.

### **INDEPENDENT**

The IIO is an investigation and advisory office which serves faculty, staff, and students. We do not provide support services or offer legal advice to any of the parties inclusive of complainants, respondents, or witnesses.

### **TRAUMA-INFORMED**

The IIO only utilizes trauma-informed trained investigators. Parties to an investigation can expect respectful engagement and not interrogation. Evidence is assessed and findings of fact are made with knowledge and understanding of the impacts that trauma can have on memory, behaviour, and communication.



# HOW TO REPORT SEXUAL MISCONDUCT

## Information for Complainants

If a complainant (the person disclosing their experience of misconduct) wants to submit a report to the IIO, they have options.

1. **Report directly to the IIO** by filling by out the complaint form at [investigationsoffice.ubc.ca](https://investigationsoffice.ubc.ca) or by emailing our office at [director.of.investigations@ubc.ca](mailto:director.of.investigations@ubc.ca)
2. **Seek information on reporting sexual misconduct from:**

### Vancouver

- The Sexual Violence Prevention and Response Office (SVPRO)  
<https://svpro.ubc.ca>
- The Sexual Assault Support Centre (SASC)  
<http://amssasc.ca>
- UBC Campus Security  
<https://security.ubc.ca>
- UBC Human Resources  
<https://hr.ubc.ca>

### Okanagan

- The Sexual Violence Prevention and Response Office (SVPRO)  
<https://svpro.ok.ubc.ca>
- Health and Wellness Services  
<https://students.ok.ubc.ca/health-wellness/welcome.html>
- UBC Human Resources  
<https://hr.ok.ubc.ca>
- UBC Campus Security  
<https://security.ok.ubc.ca>

The complainant will be asked who, what, where and when the sexual misconduct took place.

In some cases, if the complainant does not want to report, a third party that is aware of the conduct and is concerned about safety issues or predatory behaviours can explore the third-party reporting option by calling or emailing the IIO to discuss their concerns and learn more about Third-Party Reporting.

# INFORMATION FOR UBC STAFF AND FACULTY

Staff and faculty members often receive disclosures of sexual misconduct, harassment, or discrimination. It is important for staff and faculty members to respond appropriately and fairly, and to ensure that due process is afforded to both the complainant and the respondent.

## What Is Due process and Procedural Fairness?

**Due process** means that steps must be taken before a Respondent is subject to restrictions or discipline as a result of a complaint.

**Procedural fairness** means that each step must be done in fairness, transparency and impartiality to both the Complainant and the Respondent.

To deny a respondent any one of these components could compromise campus safety, and may also lead to adverse legal and reputational implications for UBC which, in turn, may negatively impact the working and learning environment for all UBC community members.

## What You Need to Know About “Consent”

Consent **cannot** be obtained in circumstances where an individual is induced to engage in the activity by someone exercising a position of trust, power, or authority.

Sexual relationships between supervisors and subordinates such as a faculty member and student can trigger an investigation under Policy 131.

## How to Respond to Disclosures

If you receive a disclosure of sexual violence or harassment, ask the complainant what they want you to do with the information they have disclosed.

- If the complainant wants to report, refer them to the IIO. The IIO website contains the form which the complainant can fill out to file a report.
- If the complainant wants to be accommodated, advise them there are some accommodations that can be made without filing a formal complaint. If you do not know this process, please contact the SVPRO, SASC, or your administrative head of unit.
- If the complainant requests access to support services, refer them to the SVPRO, SASC, or UBC's Health and Wellness service.
- If you feel uncomfortable with the disclosure you have received, contact the SVPRO or IIO for assistance without revealing the identity of the complainant.
- If the complainant does not want to report but the disclosure causes you to be concerned about personal or public safety risks, contact the IIO, Campus Security, or the SVPRO for assistance and information.

For disclosures relating to discrimination or harassment under Policy 3 please contact UBC's Human Rights Advisor Roshni Narain at [humanrights.advisor@ubc.ca](mailto:humanrights.advisor@ubc.ca) or 604-827-2209

### **SUPPORT**

*"Nothing, I just want you to listen."*

- Actively listen
- Keep the information confidential
- Document for statistical purposes
- Refer to SVPRO for support

### **REPORT**

*"I want UBC to do something about this. I want to file a complaint."*

- Refer to the IIO for information about reporting and the investigation process
- Refer to the IIO website for the PDF complaint form

### **ACCOMMODATE**

*"I want to be moved to another class / office / residence to get away from them."*

- Advise that accommodations can be made without filing a formal complaint
- Contact SVPRO, your Administrative Head of Unit, or Human Resources to assist with arranging accommodations

# WHAT TO EXPECT FROM THE IIO

## Investigations

Both parties can expect the investigation to be conducted by an independent, impartial and trauma-informed investigator, who will produce an Investigative Report within 60 days from the date they are assigned, subject to exceptional circumstances.

## COMPLAINANTS CAN EXPECT

### To be informed:

- That their complaint will be responded to by the IIO in a timely manner;
- That, if accepted, their complaint will be referred to an investigator; and
- That they will be offered the opportunity to detail their experience with an impartial, trauma-informed and compassionate investigator.

### To be supported:

- They will be offered the opportunity to have a support person or representative in attendance at any meetings with the investigator; and
- They will routinely be reminded that support is available to them at UBC.

### To ask questions:

- That they can submit questions to be asked of the Respondent or witnesses; however, discretion remains with the investigator in deciding whether to ask those questions.

### To receive a copy of the Investigation Report.

## Alternative Dispute Resolution

While in some situations investigations are necessary, the parties involved in a report may mutually agree that an alternative, informal process is more appropriate. Subject to DOI approval, an alternative dispute resolution (ADR) process may be pursued where all parties voluntarily participate.

If you have questions about when an alternative dispute process may be pursued please contact the Director of Investigations.

## RESPONDENTS CAN EXPECT

### To receive a copy of the complaint brought against them, which identifies:

- Who their accuser is;
- What they are being accused of; and
- Which policy and provision(s) they are alleged to have breached.

### To be informed that:

- There are options in how to respond to a complaint of sexual misconduct;
- They are also entitled to have a support person or representative present at any interview with an investigator, should the matter proceed to investigation;
- That they will also be treated in a fair, impartial, trauma-informed manner.

### To be able to:

- Submit a written Response to the Report, which may include a list of potential witnesses, relevant documents or social media communications; and
- Submit questions to be asked of the Complainant or witnesses; however, discretion remains with the investigator in deciding whether to ask those questions.

### To receive a copy of the Investigation Report.

Respondents can receive free guidance and support from:

- The AMS Advocacy Office at [advocate@ams.ubc.ca](mailto:advocate@ams.ubc.ca)
- The Office of the Ombudsperson for Students <https://ombudsoffice.ubc.ca/contact-us/>



## BIOS

### **Shelley Ball – Investigator**

Shelley is a lawyer who lives in Vancouver. Her professional background includes litigation, and most recently working with the BC Securities Commission in corporate finance and compliance. She also spent several years working at the Representative for Children and Youth, conducting systemic investigations into incidents of child death and critical injuries.

Throughout law school at Robson Hall, at the University of Manitoba, Shelley was a member of the Individual Consideration law school admissions committee, which considered law school applicants on a holistic basis. Also during law school, Shelley worked as a researcher for the university's Office of Legal Counsel, on the provincial Inquiry into the Circumstances Surrounding the Death of Phoenix Sinclair, as well as on a pro bono class action claim in BC brought against the federal government by injured military veterans. Prior to that, and while completing her undergraduate honors degree in criminology at Simon Fraser University, she worked with the BC Coroners Service, in the Identification and Disaster Response Unit, and as a restorative justice conference facilitator, as a volunteer.

### **Brian Barth – Advisor**

Brian completed his undergraduate studies at the University of Saskatchewan, and came to Winnipeg in 2001 to pursue graduate work at the University of Manitoba. He studied cultural anthropology and completed a research thesis on the self-advocacy narratives of postsecondary students with disabilities. During his time as a University of Manitoba student, Brian worked with several student groups, academic departments and student services units on diverse topics such as gambling in First Nation communities and online academic integrity teaching.

Since completing his MA in 2005, and in addition to his employment duties at the University of Manitoba, Brian has chaired research ethics boards and been heavily involved in institutional student and staff training. Brian achieved his Chartered Mediator designation in February 2018 and is currently pursuing his Qualified Arbitrator designation. Previously, Brian worked at the University of Manitoba for 15 years in various roles focused on student affairs and workplace conflict.

### **Michelle Cameron – Advisor**

Michelle is a member of the Dakelh tribal grouping, Frog Clan, from Ts'il Kaz Koh First Nation (Burns Lake Band). Michelle began her academic studies at UBC-Okanagan, eventually transferring to UBC-Vancouver. She completed her Bachelor of Arts, Bachelor of Social Work, and Master of Social Work degrees at UBC, specializing in Indigenous child welfare. After completing her studies, Michelle worked as a researcher for the Ministry of Children & Family Development for 3 years. In 2008, Michelle joined the RCMP as a civilian member, working as a criminal intelligence analyst for 9 years in myriad units including Divisional Criminal Analysis, Indigenous Policing, and National Security.

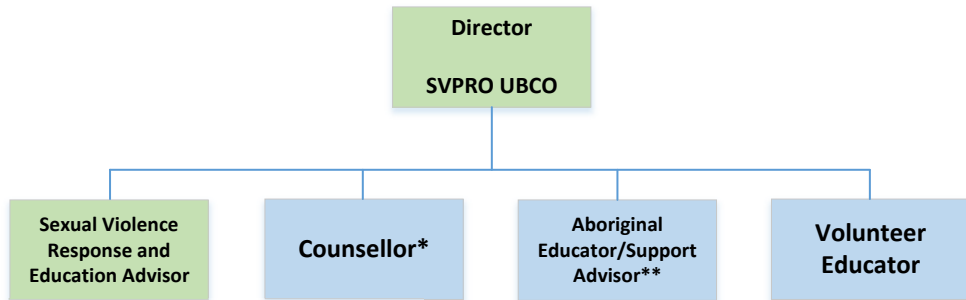
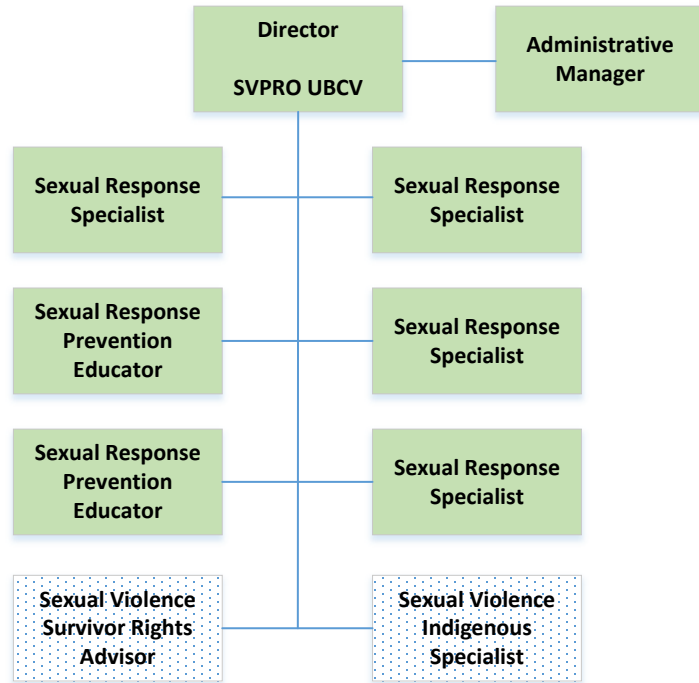
In 2012, Michelle received a Queen's Diamond Jubilee medal for exemplary service with the RCMP. In January 2017, she moved into policing oversight as a senior investigator with the Civilian Review Complaints Commission, investigating allegations of officer misconduct. In addition to investigational duties, Michelle conducted outreach with Indigenous communities across the province, and championed the development of a dispute resolution framework for use with Indigenous community members and the RCMP. Currently Michelle is completing the Mediator/3rd Party Intervention certification through the Justice Institute of BC.

### **Robyn Gervais – Investigator**

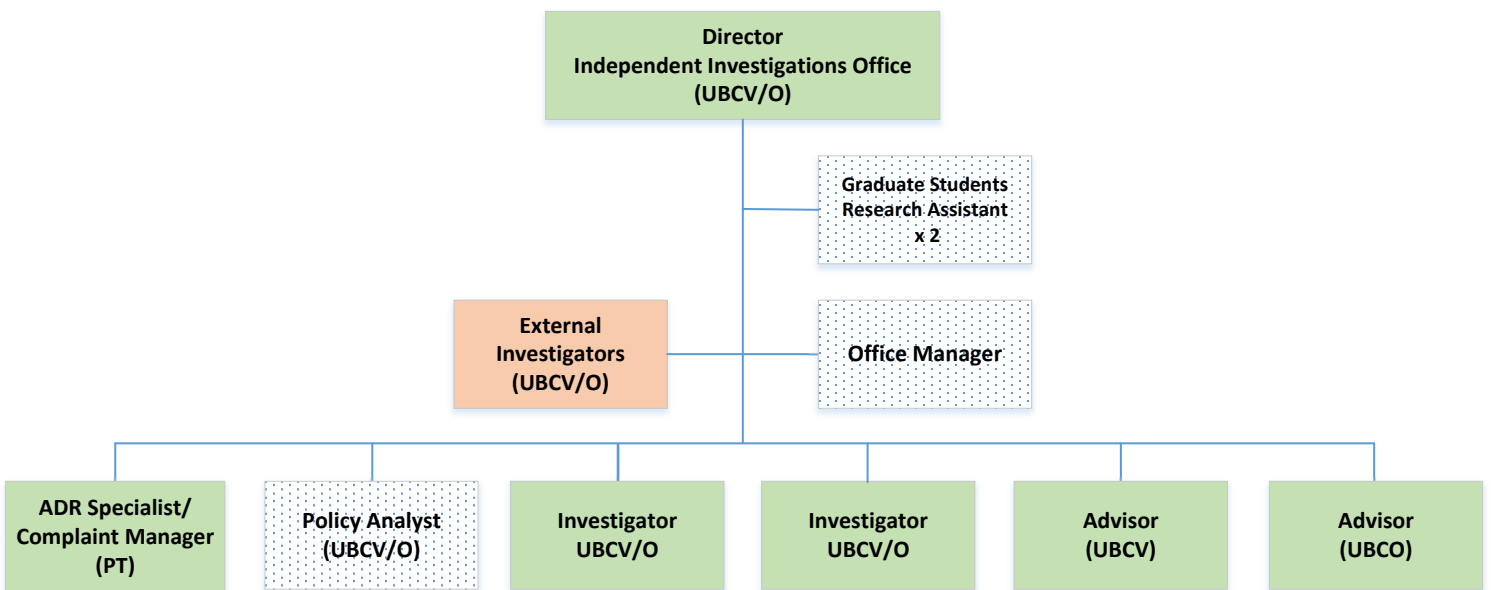
Robyn Gervais is a Métis lawyer who works and lives in Vancouver. Her Métis roots are in the Duck Lake area of Saskatchewan. Robyn began working in the UBC Independent Investigations Office (IIO) investigating complaints pursuant to UBC 's sexual misconduct policy 131 and UBC Harassment and Discrimination Policy 3 in October 2018. Prior to joining the IIO as an employee Robyn was retained as an external investigator to investigate complaints pursuant to UBC policy 131. Robyn is trained as a trauma informed investigator and she applies that training to all investigations. While she was in law school, Robyn worked for the Office of the Representative of Children and Youth and with Mediate BC, travelling to Indigenous communities throughout BC to help build a roster of Indigenous Child Protection Mediators in the province. Robyn has acted as legal counsel on child protection matters in British Columbia and Ontario.

In 2011 Robyn was appointed as Independent counsel for Aboriginal Interests on the BC Missing Women Commission of Inquiry, and she eventually withdrew when it became clear that there was an enduring absence of Indigenous witnesses. She was later awarded the BC Civil Liberties Reg Robson Award in recognition for her work with the Inquiry. Following her withdrawal from the Inquiry Robyn's practice continued to focus on addressing systemic racism through her work in the area of Missing and Murdered Indigenous Women, police oversight, and policing standards. Robyn has also represented Indigenous communities on administrative law matters pursuant to the *Indian Act*.

Filled 18/19 FILLED	FY18/19 VACANT (NOV)	New Positions (pending budget approval)	External Resources
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\*Joint Appointment with Health and Wellness  
 \*\*Joint Appointment with Aboriginal Programs



## Appendix 6 – PCI Committee – Policy 131 Three-Year Review Schedule Options

### SCHEDULE 1: For April 2020 Board Governors' Approval

#	Activity	Timing	Start by	Deadline
1	Establish Policy Committee TORs, identify members and invite to engage in Committee	4 weeks	April 3, 2019	May 1, 2019
2	Prepare docket package and consult with Responsible Executives and Chair of Responsible Board Committee	2 weeks	May 2, 2019	May 15, 2019
3	Filing deadline for PCI Committee Meeting			May 16, 2019
4	Board PCI Committee meeting for information and input on Policy Committee composition and activities			June 5, 2019
5	Prepare and send materials for Policy Committee Members to review prior to first committee meeting	3 weeks	Aug 10, 2019	Aug 31, 2019
6	Policy Committee meetings (4) to develop policy proposal	7 weeks	Sept 5, 2019	Oct 24, 2019
7	Filing deadline for Exec meeting			Oct 25, 2019
8	Executive Meeting			Oct 29, 2019
9	Time to incorporate feedback from Exec (if necessary)	1 week	Oct 31, 2019	Nov 5, 2019
10	Prepare docket package and consult with Responsible Executives and Chair of Responsible Board Committee	2 weeks	Oct 31, 2019	Nov 11, 2019
11	Latest Filing deadline for PCI Committee Meeting			Nov 12, 2019
12	Board PCI Committee meeting for information and input			Nov 26, 2019
13	Community Consultation Period	4 weeks	Dec 6, 2019	Jan 3, 2020
14	Time to collate community input and distribute to Policy Committee	1 week	Jan 6, 2020	Jan 13, 2020
15	Policy Committee meetings (3) to consider community input and amend policy proposal	4 weeks	Jan 13, 2020	Feb 10, 2020
16	Prepare docket package, including summary of community feedback and recommended responses from Policy Committee and consult with Responsible Executives and Chair of Responsible Board Committee	2 weeks	Feb 10, 2020	Feb 24, 2020
17	Filing deadline for Exec meeting			Feb 3, 2020
18	Executive Meeting			Feb 7, 2020
19	Time to incorporate feedback from Exec (if necessary) into Board materials	1 week	Mar 12, 2020	Mar 19, 2020
20	Board PCI Committee meeting for information and input			Early Apr 2020
21	Filing deadline for Apr 17 Board meeting			Mar 20, 2020
22	Board Meeting			April 17, 2020

## Appendix 6 – PCI Committee – Policy 131 Three-Year Review Schedule Options

### SCHEDULE 2: For June 2020 Board of Governors' Approval

#	Activity	Timing	Start by	Deadline
1	Establish Policy Committee TORs, identify members and invite to engage in Committee	4 weeks	Sep 27, 2019	Oct 25, 2019
2	Prepare docket package and consult with Responsible Executives and Chair of Responsible Board Committee	2 weeks	Oct 25, 2019	Nov 8, 2019
3	Filing deadline for PCI Committee Meeting			Nov 12, 2019
4	Board PCI Committee meeting for information and input on Policy Committee composition and activities			Nov 26, 2019
5	Prepare and send materials for Policy Committee Members to review prior to first committee meeting	3 weeks	Nov 1, 2019	Nov 21, 2019
6	Policy Committee meetings (4) to develop policy proposal	7 weeks	Nov 29, 2019	Jan 17, 2020
7	Filing deadline for Exec meeting			Jan 17, 2020
8	Executive Meeting			Jan 21, 2020
9	Time to incorporate feedback from Exec (if necessary)	1 week	Jan 21, 2020	Jan 28, 2020
10	Prepare docket package and consult with Responsible Executives and Chair of Responsible Board Committee	6 days	Jan 17, 2020	Jan 23, 2020
11	Latest Filing deadline for PCI Committee Meeting			Jan 23, 2020
12	Board PCI Committee meeting for information and input			Feb 6, 2020
13	Community Consultation Period	4 weeks	Feb 7, 2020	March 6, 2020
14	Time to collate community input and distribute to Policy Committee	2 weeks	Mar 9, 2020	Mar 23, 2020
15	Policy Committee meetings (3) to consider community input and amend policy proposal	4 weeks	Mar 24, 2020	Apr 21, 2020
16	Prepare docket package, including summary of community feedback and recommended responses from Policy Committee and consult with Responsible Executives and Chair of Responsible Board Committee	10 days	Apr 21, 2020	May 1, 2020
17	Filing deadline for Exec meeting			May 1, 2020
18	Executive Meeting			May 5, 2020
19	Time to incorporate feedback from Exec (if necessary) into Board materials	1 week	May 7, 2020	May 14, 2020
20	Board PCI Committee meeting for information and input			Early June 2020
21	Filing deadline for June 12 Board meeting			May 15, 2020
22	Board Meeting			Jun 12, 2020