

**Procedures for responding to employee disclosures,
reports and complaints of sexual violence**

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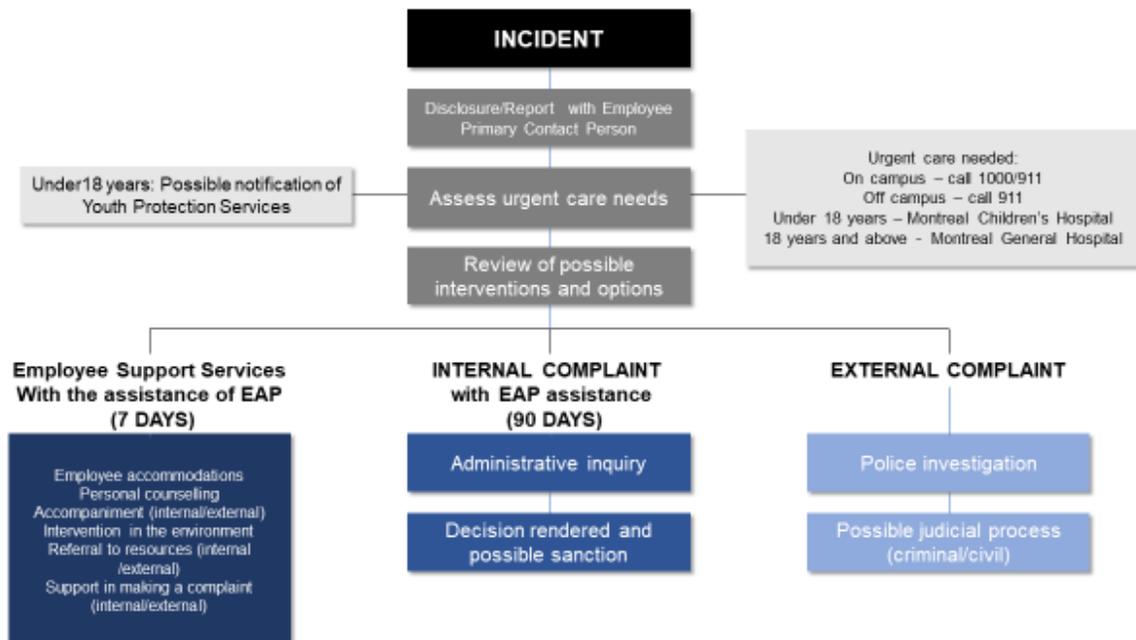
Procedures for responding to employee disclosures, reports, and complaints of sexual violence

1. Introduction

These procedures are designed to assist in the implementation of the *Policy on Sexual Violence*.

2. Employees

Figure 1. Flowchart to assist employees dealing with an incident of sexual violence.



The Employee Primary Contact Person is the point of service for immediate response to disclosures, reports and complaints of sexual violence. The employee will meet a Primary Contact Person who will provide support, information and resources. Individuals who engage with the Primary Contact Person will receive non-judgmental and confidential support in a safe space.

2.1 Emergencies requiring immediate assistance

On Campus

Contact Campus Security Department:

- Phone: (514) 931-8731, local 1000
- Use one of the Emergency panels (identified with red signs), which are situated on each floor in every wing of the College.
- In person: Security main desk 2E.14

If someone calls 911 from a campus phone, Security will be automatically notified of the call. If someone calls 911 from their cell phone, they are asked to please notify security immediately after.

Off Campus

- Call 911.
- For evidence collection and testing for sexually transmitted infections:
 - Under 18 years: Montreal Children's Hospital Emergency Room
 - 18 years and above: Montreal General Hospital Emergency Room
- Contact the Montreal Sexual Assault Crisis Line: 514-933-9007
- Call 811 (Info-Santé) for free and confidential medical consultation service.

2.2 Follow-up assistance

Contact the Employee Primary Contact Person for confidential support, information and resources:

- In person, during regular office hours between 8:30-4:30 Monday through Friday, **Room 4B.7**
- Online: Consulting the Dawson College Sexual Violence Information Web page
- Phone: (514) 931-8731 ext. **1111** (24 hours, 7 days a week), callers will be able to leave a voicemail. The outgoing message will provide information and resources.
- E-mail: SVREmployees@dawsoncollege.qc.ca (24 hours, 7 days a week). The outgoing message will provide information and resources.
 - Contact [Employee Assistance Program](#) 1-888-687-9197 for confidential support and services

The Employee Primary Contact Person will reply to all inquiries, whether in person, by telephone or by e-mail. Options for accommodations and support will be reviewed and offered to the discloser within a **maximum of seven (7) days** after the initial contact by the discloser.

It is the Primary Contact Person's responsibility to provide information and/or facilitate support and follow up with those affected by an incident of sexual violence. The Primary Contact Person will also work in collaboration with relevant College community members in promoting the safety and security of all those affected. The Sexual Violence Response Team (SVRT) can be convened at the discretion of the Primary Contact Person to accomplish these tasks.

2.3 Disclosure and Reports

The Employee Primary Contact Person is the point of service for immediate and comprehensive response to disclosures, reports and complaints of sexual violence. Individuals who engage with the Primary Contact Person will receive non-judgmental and confidential support in a safe space.

Support Services

The Primary Contact Person can offer and/or facilitate the following support options:

- Counselling and support services provided by an independent third party organization
- Information about available services and options and College policies and procedures
- Support and accompaniment (internal and external)
- Referral to internal and external resources

- Support to bystander(s) and witness(es)
- Work related accommodations

External Third Party Role (EAP)

The [Employee Assistance Program \(EAP\)](#) provides confidential support and services.

The primary role of the external third party is to provide

- Counselling and support services;
- Support in regards to a workplace culture of fairness and equity; and/or
- Assistance to Human Resources for inquiries

The external third party will be called upon to investigate or analyze formal complaints of sexual violence.

The outcome of the inquiry is in the form of a report with findings from the information gathered during the interviews. The report will consist of an analysis of the relevant information. Any further action to remedy is the responsibility of the contracting parties, with the investigator having no responsibility for the administration of justice.

Upon completing the inquiry, the external third party will prepare a confidential written report detailing the nature of the investigation and conclusions reached. The Director of Human Resources will then take appropriate measures, in conformity with the appropriate provisions of the applicable collective agreement, the Student Code of Conduct, or the Policy for Management Personnel, to address the situation as required. While the report remains the exclusive property of the College, the findings of the inquiry will be communicated in writing to both the complainant and to the respondent. Barring a request for an appeal, the College will consider the matter as closed.

2.4 Sexual Violence Response Team (SVRT)

The SVRT, led by the Primary Contact Person, is called to meet on an urgent and priority basis in the event of a reported incident of sexual violence and will act together to provide a coordinated and appropriate response. The SVRT is an ad hoc team composed of the most relevant resources, depending on each case, as determined by the Primary Contact Person and in accordance with the needs and wishes of the discloser. Only essential details will be disclosed to the ad hoc team to ascertain the needs.

The Sexual Violence Response Team will ensure that accommodations are provided to all necessary parties within **seven (7) days** of the initial contact with the Primary Contact Person by the discloser, in accordance with existing policies and procedures.

2.5 Complaints

1. Internal complaint options

If you chose to move forward with an official complaint:

The Primary Contact Person will:

- provide information;

- review possible outcomes with the discloser should they wish to file an internal complaint; and/or
- assist with the [filing of the complaint](#).

The complaint will be submitted to the Director of Human Resources, who will oversee and ensure that an inquiry is completed and a decision is rendered and communicated to the persons concerned within **90 days** of the initial contact by the discloser. In cases where both a student and an employee are involved, the Director of Human Resources will work in collaboration with the Director of Student Services with the exceptions of cases referred to in article 10.4.3.1 of the Policy on Sexual Violence. The discloser may terminate the process at any time, subject to the limitations set out in article 12 of the *Policy on Sexual Violence*. Once a complaint has been received, page two (2) of the official Complaint Form, outlining the nature and details of the complaint, will be sent to the respondent.

If the respondent is a student, decisions rendered by the Director of Student Services will be communicated to the Director of Human Resources. In cases involving employees, the Director of Human Resources will render a decision based on the findings of the inquiry. The *Act respecting access to documents held by public bodies and the protection of personal information* (CQLR, chapter A-2.1) determines what, if any, information the College will legally disclose to the persons concerned with the inquiry.

All persons concerned with the inquiry will be informed in writing when a decision has been made. More specifically, the discloser will be informed that the inquiry has concluded but in accordance with Article 12 of the Policy on Sexual Violence, they will not be informed of the sanctions imposed on the respondent if any. The findings of the inquiry will be forwarded to the appropriate managers and the respondent. In addition to the results of the inquiry, any sanctions will be communicated to the respondent, and, if the respondent is a College employee, their manager.

Appeals

The discloser and the respondent have the right to appeal the decision by submitting a request to the Director General as per Article 14 of the Policy on Sexual Violence. Appeals can only be granted on the grounds of a major procedural error or new evidence.

2. External complaint options (criminal or civil)

If you decide to proceed with the criminal or legal option:

The Primary Contact Person will:

- provide information;
- provide referrals to external legal resources;
- review possible outcomes with the discloser should they wish to file an external complaint; and/or
- facilitate accompaniment for the discloser when filing a complaint.

2.6 Support to employee respondents

The support person for Employee respondents will be the Coordinators of Human Resources who did not receive the disclosure. The support person for Employee respondents will provide support in a non-judgmental and respectful manner. The support person for Employee respondents will provide information on policies, rights and resources, but is not an advocate and cannot provide legal advice to the respondent. Conversations with the support person for Employee respondents are private and confidential subject to the limits of the law.

More specifically, the respondent will be provided with information concerning:

- Counselling and support services provided by an external third party organization
- College Policies and Procedures
- Referral to internal and external resources
- Work related accommodations