

**Brandon University**  
**Respectful Environment Policy**  
**Frequently Asked Questions**

**1. Does the event have to occur more than once?**

Article 2.6 of the policy describes actions that may constitute Human Rights harassment/discrimination/personal harassment/ workplace violence. It may be one incident, depending on what happened and how serious it was, or it could be a series of incidents.

**2. Does it matter if the event in question occurred off campus?**

The Respectful Environment Policy extends to all behavior whether it occurs on campus or in conjunction with University-related activities that may occur off of University property. This is described in Article 1.2, c) of the policy.

**3. Does harassment have to be sexual or physical?**

This policy covers human rights discrimination or harassment, as defined by the Manitoba Human Rights Code; personal harassment and workplace violence. Definitions and descriptions of each of these are can be found under Article 2.0 Definitions, of the policy.

**4. Do I have to approach the alleged transgressor before filing a complaint?**

Brandon University believes that when possible, it is best that the parties involved find a mutually acceptable resolution together. This would involve meeting, discussing what has happened, without assigning blame or there being disciplinary action. This process can and does, occur with or without the involvement of either an Administrative Officer or a CRA. The Informal Process is outlined in Article 8.1.

If this is not possible, then the Formal Process, outlined in 8.2, would be followed.

**5. If the alleged transgressor is a faculty member from whom I am taking a class, how do I continue the course?**

The policy provides for this situation and there are a variety of options. The first step is to meet with a Conflict Resolution Advisor. The CRA will assist you in helping to provide those options for the course(s) you are concerned about.

**6. Do I have to file a complaint immediately? If not, how much time do I have to decide?**

According to the policy, 4.0, (a), all complaints must be brought forward within six months of the date of the last incident. However, if there are specific reasons that the complaint does not come forward until after that time frame, the President has the discretion, on a case by case basis, to extend the timeframe.

It is recommended that anyone who believes they have a complaint take appropriate steps as outlined in 8.0 of the policy as soon as possible.

**7. What does a formal process entail?**

The Formal Process is described in detail, in section 8.2 of the Policy.

**8. Will my formal complaint appear on my academic file/personnel file?**

According to the policy, 8.2, (q), no record of the Formal Process will be kept in the Complainant's or Respondent's student non-academic discipline file or personnel file.

If the complaint goes to the External Investigation process and the Investigator finds that the policy has not been breached, no record is kept on either the student non-academic discipline file or the personnel file. If, however, it is determined that the policy has been breached, and disciplinary action is taken, a copy of the disciplinary action will be kept in the student non-academic discipline file or the personnel file. If there are no other complaints filed against the Respondent for four years, the disciplinary action will be removed from the file and destroyed.

**9. What are my obligations as a witness?**

If you have witnessed an incident that you believe violates the Respectful Environment Policy, the University strongly advises you to speak with the person to whom the behavior was targeted and suggest that they speak with a CRA about their experience.

As a witness, you should also take the time to write out the details of the incident, including the date, time, place, who was involved and what happened. Date and sign your notes in order to be prepared in the event that a complaint goes forward and you are interviewed by a CRA. Should a complaint go forward, as a witness you will be expected to keep confidential the identities of the complainant and respondent, and details of the event, unless required to disclose them by law.

**10. Will the university protect me from possible retaliation?**

The policy addresses the issue of retaliation at several points in the policy. The Policy Statement 1.2 (f) of the document states that the University will work to ensure that individuals are able to bring forward concerns and complaints without fear of retaliation or reprisal. This commitment is further supported at other points in the policy. If you are concerned about possible retaliation, speak to a CRA about your concerns.

**11. Who else will be privy to my complaint and the process?**

All information regarding a complaint is kept confidential. The terms of confidentiality are described in section 3.0 of the policy.

**12. Does anything really get resolved or am I wasting my time and energy?**

All inquiries and complaints are taken very seriously by the Conflict Resolution Advisors and, when involved, Administrative Officers of Brandon University. When the policy is enacted, a positive resolution is the goal. This resolution may not be the one first envisioned by either of the participants in the process but will be designed to promote a positive and respectful workplace in the future.