



Frequently Asked Questions

- Does anything really get resolved or am I wasting my time and energy?
- Does the event have to occur more than once?
- Does harassment only have to be sexual or physical?
- Do I have to approach the alleged transgressor before filing a complaint?
- Will my formal complaint appear on my academic file?
- Who will know about my complaint?
- What are my obligations as a witness?
- Do I have to file a complaint immediately? If not, how much time do I have?
- What does a formal process entail?

For responses to these questions and more, visit the *Frequently Asked Questions (FAQs)* Document at www.brandonu.ca/rep.

For more information on the policy and procedures, contact a Conflict Resolution Advisor at (204) 727-7411 or rep@brandonu.ca

Brandon University Links & Resources

Respectful Environment Policy
www.brandonu.ca/rep

Manitoba Human Rights Commission
<http://www.gov.mb.ca/hrc/>

Book

Sexual Harassment Investigations: How to Limit Your Liability and More

Video/DVDs

- Harassment: Keeping it out of the Workplace
- The Right Side of the Line: Creating a Respectful and Harassment-Free Workplace
- Respect in the Workplace - www.brandonu.ca/rep

To access the above resources, contact the Learning & Development Officer at (204) 727-7494.

Other University Links & Resources

University of Windsor - Human Rights Office
<http://www.uwindsor.ca/equity/human-rights>

University of Western Ontario - Safe Campus Community
http://communications.uwo.ca/safe_campus/

Queen's University - Human Rights Office - Educational Tools & Resources
<http://www.queensu.ca/humanrights/>

University of Saskatchewan - Discrimination & Harassment Prevention Services (DHPS)
<http://www.usask.ca/dhps/>



Implemented in September 2008
Brandon University's Respectful Environment Policy is a Board of Governors Policy.

BRANDON UNIVERSITY

Promoting a Respectful Workplace & Learning Environment



RIGHTS · DIGNITY · INTEGRITY

Respectful Environment Policy

Policy Purpose

Brandon University recognizes that respectful behaviour regarding the rights, dignity, and integrity of others is essential for the well-being of a community.

Whether on campus or participating in an affiliated off-campus activity, Brandon University's Respectful Environment Policy supports a climate of respectful behaviour in the workplace and in the learning environment. The purpose of this policy is to provide a climate where all workers, students, guests or volunteers of the University community must be free from:

- [human rights discrimination](#);
- [human rights harassment](#);
- [personal harassment](#); and
- [workplace violence](#).

Harassment and discrimination violate an individual's human rights. Brandon University will endeavour to ensure that individuals who believe that they have been subjected to harassment, discrimination, or workplace violence are able to express concerns, register and resolve complaints without fear of retaliation or reprisal.

The University will exercise care to protect and respect the rights of both the Complainant and the Respondent.

How Do I Resolve a Concern?

The first thing that needs to be done is to contact either an Administrator or a Conflict Resolution Advisor (CRA) to see if the concern falls within the jurisdiction of the policy. If the complaint does fall within the jurisdiction of the policy, there are three resolution processes that may be used to resolve the concern.



3 Resolution Processes

Informal Process: The objective of informal resolution is for the Complainant and the Respondent to find a mutually acceptable resolution.

Formal Process: If informal resolution is not successful, or if the Complainant does not wish to participate in informal resolution, the Complainant has the option of filing a formal complaint with a CRA.

External Investigative Process: If the matter is not resolved through formal resolution, if the behaviour continues or re-occurs, or if the parties choose not to attempt to resolve the matter through formal resolution, the complaint shall be advanced for formal investigation.

The CRA may also recommend to the President that formal investigation be initiated, bypassing the formal resolution process, in the case of a Respondent who has committed repeated, substantiated, infringements of this Policy, or who is alleged to have committed an offence that, in the judgment of the CRA, is not amenable to formal resolution.

Responsibilities

Brandon University and all members of the University community, and particularly those in leadership roles, share the responsibility of:

- [establishing and maintaining a climate of respectful behaviour within this community and to address any situations in which respect is lacking](#);
- [treating each other in a respectful manner and to speak up if they or someone else is being harassed, harmed, or treated disrespectfully, in any way](#);
- [reporting incidents under this Policy in accordance with the procedures set out in the Policy*](#);
- [cooperating in the investigation of a complaint under this policy](#);
- [keeping all information confidential, except as may be necessary to address the complaint, pursuant to this Policy, or as may be required by law, if involved in the process](#).

***For more information, contact a Conflict Resolution Advisor at 727-7411 or rep@brandonu.ca, or access the policy online at www.brandonu.ca/rep**