

**Employee Receipt of Complaint or Report Checklist
Sexual Misconduct Policy**

The below checklist for Northern Lights College (the “College”) employees provides guidance for dealing with a complaint or report under the Sexual Misconduct Policy (the “Policy”).

A. Receiving the Complaint or Report	
<input type="checkbox"/>	1. Thank the complainant or witness for coming forward and ask if there is anything that can be done to comfort and/or support the complainant or witness.
<input type="checkbox"/>	2. Assess if you have to call 9-1-1 or Local RCMP: <ul style="list-style-type: none"> a. Is there immediate danger? b. Does the complainant require medical help? If the complainant is a victim of sexual assault, advise them to seek medical help. Ask if you can arrange for transportation to the hospital.
<input type="checkbox"/>	3. Listen to the complainant or witness, write down any information that they share with you and advise the complainant or witness that you are doing so. Note that you are not investigating the matter and should not interview the individual, only gather and record the information they provide to you.
<input type="checkbox"/>	4. Ensure you have the complainant’s or witness’ correct contact information: <ul style="list-style-type: none"> a. first and last name; b. student number (if applicable); c. phone number; and d. e-mail address.
<input type="checkbox"/>	5. Assure the complainant or witness that: <ul style="list-style-type: none"> a. the College does not tolerate sexual misconduct; b. the College is committed to supporting survivors who make complaints of sexual misconduct and supporting witnesses who report sexual misconduct involving a student; and c. the College will keep the complaint or report confidential unless disclosure is required for the safety of others or required by law.
<input type="checkbox"/>	6. Advise the complainant or witness that you will be forwarding on a confidential basis the complaint or report to the Director of Student Services (the “Director”) who has responsibility for overseeing the Policy and that the Director will contact them.
<input type="checkbox"/>	7. Provide the complainant or witness with the Director’s contact information: Lorelee Mathias

A-5.18.02 – Employee Receipt of Complaint or Report Checklist

	<p>Director of Student Services Northern Lights College 11401-8th Street, Dawson Creek, BC V1G 4G2</p> <p>Office: Campus Centre, Office # 2110F Tel:250-784-7555 Confidential Email: studentconduct@nlc.bc.ca</p>
<input type="checkbox"/>	<p>8. Provide the complainant or witness with the following:</p> <ul style="list-style-type: none"> a. a copy of the Policy; and b. a copy of the Community Resources sheet (found at www.nlc.bc.ca/Student-Life/Student-Health-Wellness/Sexual_Violence_Community_Support). c. offer to connect them with support through the Learning Support Office (accompany them to Learning Support at DC or FSJ or call for Learning Support at 250-784-7552 or 250-787-6244).
<input type="checkbox"/>	<p>9. Ask the complainant or witness if you can do anything for them at that moment. This may include:</p> <ul style="list-style-type: none"> a. arranging transportation for them to get home; b. waiting with them until a support person for them arrives; c. assisting them in attaining approval for them to be absent from a class; d. contacting campus security; or e. connecting with Director of Student Services regarding implementing other measures to ensure their safety.
<p>B. Forwarding the Complaint or Report</p>	
<input type="checkbox"/>	<p>1. Forward in a confidential manner by hand or by confidential email to studentconduct@nlc.bc.ca the report or the complaint, along with your notes of the conversation with the individual, to the Director on the same day the report or complaint is received.</p>
<input type="checkbox"/>	<p>2. After forwarding the report or complaint and notes, follow up with the Director on that same day by phone (250-784-7555) or in person to confirm the Director has received the report or complaint and the notes.</p>
<input type="checkbox"/>	<p>3. Treat the report or complaint confidentially. Do not share the information you received with anybody other than the Director or unless otherwise directed by the Director.</p>