

Director Receipt of Complaint or Report Checklist Sexual Misconduct Policy

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

A. Reviewing the Complaint or Report submitted by an employee	
<input type="checkbox"/>	1. Contact the employee who submitted the complaint or report immediately upon receipt, confirm receipt, and ask if there is any additional relevant information they can provide.
<input type="checkbox"/>	2. Review and consider the complaint or report, notes, and any other information received within one business day of receipt.
<input type="checkbox"/>	3. Consider whether based on the complaint or report, any immediate action is necessary, such as contacting the RCMP and/or campus security.
<input type="checkbox"/>	<p>4. Consider whether the complaint falls within the scope of the Policy:</p> <p style="margin-left: 40px;">a. Does it involve a student as defined in the Policy?</p> <p style="margin-left: 40px;">b. Does it involve sexual misconduct as defined in the Policy?</p> <p>If the complaint or report is not within the scope of the Policy, consider whether the complaint or report falls within the scope of a different College policy and advise the complainant or witness accordingly.</p> <p>If the complaint or report is within the scope of the Policy, proceed with section “B. Contacting the Complainant or Witness” below.</p>
B. Contacting the Complainant or Witness	
<input type="checkbox"/>	1. Contact the complainant or witness within one business day of receipt of the complaint or report. Thank the complainant or witness for coming forward. Ask if the complainant or witness would like to meet with you in person to discuss the complaint or report or speak with you on the phone.
<input type="checkbox"/>	2. Meet with the complainant or witness or speak with the complainant or witness on the phone.
<input type="checkbox"/>	3. 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"/>	4. Advise the complainant or witness that you will be taking notes of the discussion and take notes of the discussion.

<input type="checkbox"/>	<p>5. Invite the complainant or witness to go over the complaint or report and provide any additional information they feel is appropriate or relevant.</p>
<input type="checkbox"/>	<p>6. Review the Policy with the complainant or witness including discussing with the complainant or witness:</p> <ul style="list-style-type: none"> a. the difference between an actionable complaint, a disclosure complaint, and a report as defined in the Policy; b. that if the survivor would like the College to proceed with treating the complaint or report as an actionable complaint as defined in the Policy, it will involve a formal investigation into the allegation(s) in which they will be a witness; c. that a person who makes a complaint or report in good faith under the Policy will not suffer adverse consequences for making the complaint or report; and d. the College has no tolerance for retaliation against individuals who make a complaint or file a report and that if they feel they have been subject to any retaliatory conduct by any member of the College they should let you know immediately.
<input type="checkbox"/>	<p>7. Ask the complainant or witness for contact information of any witnesses or individuals who might have information relating to the allegation in the complaint or report:</p> <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"/>	<p>8. If the individual was a witness and not the survivor, thank them for coming forward, advise them that once you have spoken with the survivor you may be in touch with them again, and ask if there is anything further that can be done to comfort or support them.</p>
<input type="checkbox"/>	<p>9. Contact the survivor or if the survivor is the complainant ask them directly if they would like the College to treat the complaint or report as an actionable complaint as defined in the Policy.</p> <p>If the survivor does not want the complaint or report to be treated as a disclosure complaint, thank them for speaking to you, advise them that you will not be taking further action unless required by law, advise that if they change their mind and decide they would like the College to treat the complaint or report as an actionable complaint to let you know as soon as possible, and ask if there is anything further that can be done to comfort or support them.</p> <p>If the survivor wants the complaint or report to be treated as an actionable complaint, thank them for speaking to you, advise them that the College will be proceeding with</p>

	<p>a formal investigation and that the investigator will be in touch with them, and ask if there is anything further that can be done to comfort or support them at this time.</p>
<input type="checkbox"/>	<p>10. Consider if interim measures may be necessary to ensure the health or safety of members of the College, such as a temporary leave for the accused, ensuring no adverse treatment to the survivor and as minimal impact as possible on the respondent recognizing the principle of innocent until proven guilty. If determined interim measures are necessary, suggest them to the Vice President, Academic and Research who will take appropriate action under the circumstances.</p> <p>Proceed with section “C. Proceeding With an Actionable Complaint” below.</p>
<p>C. Proceeding With an Actionable Complaint</p>	
<input type="checkbox"/>	<p>1. Consider, based on the information you receive and the discussions you have had, whether there would be any issues regarding natural justice or procedural fairness for you to carry out the investigation. If not, consider whether given the nature of the complaint, the appropriate investigator would be:</p> <ul style="list-style-type: none"> a. you; b. another member of the College; or c. an external investigator.
<input type="checkbox"/>	<p>2. If you are going to carry out the investigation, commence the investigation within five (5) business days of being advised by the survivor that they would like the matter to be treated as an actionable complaint.</p> <p>If you are going to refer the investigation to another person to investigate, contact the investigator and formally engage them as the investigator for the actionable complaint within five (5) business days of being advised by the survivor that they would like the matter to be treated as an actionable complaint.</p>