3.3.3 A Respondent shall be informed of the Complaint and all parties must be given the opportunity to present evidence in support of their positions and to defend themselves.

3.3.4 All parties may be represented or accompanied by a support person, and/or a representative of their Constituency Organization, throughout the processes in these procedures.

4.0 INFORMAL CONSULTATION WITH DIRECTOR, HUMAN RIGHTS OFFICE

4.1 A member of the University Community who believes they may have experienced Discrimination may choose to discuss the matter with the Director. The Director will inform the person of the Policy and the informal resolution and other processes available under these procedures.

4.2 If the matter proceeds beyond informal consultation, the Complainant must file a Complaint with the Human Rights Office in writing.

5.0 FILING A COMPLAINT

5.1 A Complainant must file a Complaint with the Human Rights Office within one year of the last alleged incident of Discrimination.

5.2 The Complaint must be in writing.

8.0 PROCESSES FOR VOLUNTARY INFORMAL RESOLUTION OF COMPLAINT

8.1 After the Complaint is accepted, the Director will again inform the Complainant of the internal University processes under these procedures for voluntary informal resolution of the Complaint.

8.2 Processes for informal resolution do not result in a determination of whether the policy has been violated. Taking into account the safety, comfort, and well-being of the Complainant, the focus of a voluntary informal resolution process to find an acceptable resolution to the Complaint.

8.6 **Mediation**

8.6.1 Either party may make a written request for resolution through Mediation to the Director, who will convey the request to the other party. Mediation requires the agreement of both parties.

8.6.2 The Director will either act as mediator or will select another experienced mediator. The mediator will inform the parties of the procedures to be followed. Both the mediator chosen, and the format of the mediation, must be acceptable to both parties.

8.6.3 Mediation will normally begin within 30 calendar days of selection of the mediator.

8.6.4 Mediation proceedings are confidential. All communications made by each party during Mediation are made without prejudice.

8.6.5 A mediated resolution of the Complaint results in a written agreement setting out the terms of the resolution. If a proposed resolution involves the University, the University must also agree to the resolution.

9.0 INTERIM MEASURES

9.1 It may be necessary to take interim measures to mitigate risk or to mitigate the impact of the Respondent's alleged conduct while a Complaint is being considered, resolved, investigated, or determined. Such measures will be precautionary and are expressly non-disciplinary.

9.2 The Responsible Office or the Respondent's Supervisor may initiate interim measures. Interim measures will be reassessed on a weekly basis.

9.3 Interim Measures may include, but are not limited to, the following examples:

9.3.1 the exclusion of an individual from all or any part of the University campuses;

9.3.2 limiting proximity or contact to specific individuals;

9.3.3 limiting participation in University activities;

9.3.4 limiting the use of the University's information and communications technology; or

9.3.5 requiring a person to meet regularly with designated members of the University Community.

10.0 HOW TO REQUEST AN INVESTIGATION

10.1 If an informal resolution process has not been attempted, or has failed, either party may make a written request to the University that the Complaint be investigated.

10.2 A request for investigation must be submitted to the Director within 30 calendar days after the end of the most recent informal resolution process or within one year of the last incident of alleged Discrimination.

investigation will be undertaken by an external investigator. The Responsible Office will communicate its decision to both the Complainant and the Respondent in writing, with reasons.

13.4

14.5 Where the Respondent is covered by a collective agreement or a relevant employment policy, any discipline will be determined and imposed consistent with the terms of that agreement or policy.

15.0 RESTORATIVE MEASURES

15.1 In all cases where it is determined that a violation of the Human Rights Policy has occurred, the University will make efforts to mitigate the impact of the incident(s) by taking actions and

18.0 ACCESS TO INFORMATION, CONFIDENTIALITY, AND PROTECTION OF PRIVACY

18.1 The information and records made and received to administer the policy are subject to the access to information and protection of privacy provisions of British Columbia's *Freedom of Information and Protection of Privacy Act* and the University's Information Polic