

# AURORA COLLEGE

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## **POLICY**

Aurora College is committed to establishing a process for individuals or groups to deal with any harassment which may occur within its educational environment.

## **PRINCIPLES**

1. Aurora College supports an individual's right to an environment that is free from harassment. (see Definitions)
2. The College recognizes that harassment may occur one time only, or many times, and may be initiated by a staff member or a student during class or out of class. It is considered to have taken place if a reasonable person ought to have known that such behaviour was inappropriate.
3. The College believes that harassment has the purpose or effect of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile or offensive environment.

## **PROCEDURES**

1. Anyone who is of the opinion that s/he has been or is being affected directly or indirectly by harassment may make a verbal complaint or file a written complaint (marked Personal and Confidential) with the appropriate Director or President. All complaints should be made as soon as possible after the incident(s).
2. Upon receipt, the Director shall acknowledge the complaint in writing, and shall immediately notify the President of the complaint.
3. The Director/President will assign a designated GNWT Sexual Harassment Officer external to the College to investigate the complaint in the following manner:
  - i) interview the complainant who may be accompanied by a support person of his/her choice;
  - ii) interview the alleged offender who may be accompanied by a support person of his/her choice;

## AURORA COLLEGE

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- iii) interview any witnesses identified by the parties involved and ensure that the discussions are kept **CONFIDENTIAL**;
  - iv) document all information. All documents are to be kept in a secure location and are not to be removed or destroyed;
  - v) determine whether the alleged misconduct constitutes harassment after assessing all the facts and circumstances including the nature of the alleged harassment, the environment and the context in which the incident(s) are alleged to have taken place;
  - vi) submit a **CONFIDENTIAL** report to the President within ten (10) working days of the complaint being filed.
4. The President shall respond in writing to both parties regarding action to be taken within five (5) working days of the decision.
  5. If harassment has been determined to have occurred, a disciplinary action, up to and including dismissal from his/her position (staff – see Human Resource Manual) or from the program (student), will be taken. The nature of the disciplinary action will depend upon the gravity of the misconduct and mitigating circumstances.
  6. Anyone filing a false complaint that involves malicious intent, as determined by the investigation, shall be subject to disciplinary action.
  7. The complainant and/or the alleged offender may appeal any decision and/or action as a result of a complaint through an independent appeals board. (see E.08) Appeals through legal channels and the Collective Agreements(s) may also be available.
  8. No documentation will be placed on the complainant's file except where there has been a false complaint that involves malicious intent. No documentation will be placed on the alleged offender's file unless the complaint is upheld.

# AURORA COLLEGE

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**NOTE:**

1. All complaints are treated as **CONFIDENTIAL**.
2. Sexual Harassment initiated by a staff member may also be dealt with under the GNWT Policy on Sexual Harassment.
3. It is the responsibility of the student to ensure that course projects and assignments are completed so that course credit is not jeopardized in the event that the student will be reinstated.
4. The College will provide academic support if required.