

## E.07.2

### Violence Response Procedure

Policy Name	<b>Discrimination, Harassment, and Violence</b>		
Policy #	<b>E.07</b>	Category	<b>Learning Environment</b>
Approving Jurisdiction	<b>Board of Governors</b>	Replaces	<b>E.07</b>
Administrative Responsibility	<b>VP, Student Services</b>	Version	<b>2025-09-16</b>
Procedures Approved by	<b>President</b>	Next Review Date	<b>TBD</b>

See the related POLICY (link to be added when posted)

#### DEFINITIONS

**Aurora College Community:** Includes any person who is an Aurora College student or an Aurora College official, including instructional and non-instructional staff, volunteers, contractors, and members of the public who hold positions on Aurora College councils and committees such as the Board of Governors, Indigenous Knowledge Holders Council, Research Advisory Council, and Curriculum Review Committees.

**Complainant:** The person who files a misconduct complaint or reports an alleged conduct violation.

**Critical Incident:** Sudden, unexpected, and overwhelming events outside the range of normal experience that pose actual or perceived threats of injury or exposure to death that can affect a person's ability to cope with what occurred.

**Disclosure:** The act of informing someone about an incident where they experienced or witnessed violence. Disclosure is presumed to be for the purpose of obtaining support and services and/or to learn about options to make a formal report but is different from reporting.

**Discrimination:** A distinction, intentional or not, based on a prohibited ground, which has the effect of imposing burdens, obligations, or disadvantages on a person or group not imposed on others, or which withholds or limits access to opportunities, benefits, and advantages available to other members of society.

**Harassment:** Any behaviour that satisfies one or more of the following definitions:

- Abuse of Authority – occurs when a staff member or student improperly uses the power and authority inherent in their position to endanger the learning or employment of

another, interferes with progress of learning or the real or potential employment of another Aurora College Community member. It does not include the legitimate and proper exercise of the staff member's or student's authority and responsibilities inherent with the position that they hold within the Community.

- Harassment – unwanted conduct that can be reasonably considered to have the purpose or effect of violating a person's dignity and can reasonably be considered to result in creating an intimidating, hostile, degrading, humiliating or offensive environment based upon one or more of the following: indigeneity, race, colour, ancestry, nationality, ethnic origin, place of origin, creed, religion, age, disability, sex, sexual orientation, gender identity, marital status, family status, family affiliation, political belief, political association, social condition or pardoned criminal conviction.
- Personal Harassment/Bullying – unwanted conduct that can be reasonably considered to have the purpose or effect of violating a person's dignity and can reasonably be considered to result in creating an intimidating, hostile, degrading, humiliating or offensive environment. Personal harassment does not have to be based on listing of prohibited grounds for discrimination that can be found in the *Human Rights Act*.
- Sexual Harassment – unwanted sexual conduct, advances, requests or favours that can be reasonably considered to have the purpose or the effect of violating a person's dignity and can reasonably be considered to result in creating an intimidating, hostile, degrading, humiliating or offensive environment for that person, whether on a one time basis or in a series of incidents; or that a person might reasonably perceive as the placing of a condition of a sexual nature on their participation within the Aurora College Community.

**Indigeneity:** Refers to the collective characteristics, experiences, and cultural identity of Indigenous peoples. It encompasses the broader concept of the cultural, historical, social, and political distinctiveness, relationship with the land, traditional knowledge, governance systems, and the ongoing impacts of colonization. Indigeneity is about the shared identity and commonalities among Indigenous peoples as a group.

**Prohibited Grounds:** Any of the following: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or ability. (from the *Human Rights Act*)

**Respondent:** The person responding to an allegation of misconduct; one who is complained about or is the subject of a misconduct complaint.

**Responding Member(s):** First responding person(s) to the scene of the incident or the first person to whom the Complainant discloses the incident.

**Support Person:** A person who accompanies the student or the staff member to a misconduct investigation meeting or an appeal hearing to provide emotional support. The support person does not act as a legal or quasi-legal advisor. The support person may provide relevant procedural information and help prepare for an investigation meeting or an appeal hearing. The Complainant and Respondent are expected to be present and to respond directly to questions asked by members of the Student Appeals Committee and/or investigators.

**Violence:** Any behaviour by a person that causes physical or psychological harm to another person. It may involve but is not limited to: physical force and/or verbal aggression; written or technology-facilitated communication; intimidation; stalking; damage or destruction of property that can lead a person to feel at risk of harm. Anyone can experience or be affected by violence regardless of gender, ability, relationship status, sex, class, age, or race. This can take many forms, and includes but is not limited to:

- Sexualized violence: A broad term that encompasses all forms of sexual violence, physical or psychological committed, threatened, or attempted without a person's continued consent. It may target someone's sex, sexual identity, gender identity, or expression.
- Domestic Violence: A range of behaviours within a current or former relationship based on kinship, intimacy, dependence, or trust that are physically, sexually, psychologically, or economically abusive, threatening, coercive, or in any other way controls or dominates the person and causes them to feel fear for the safety or wellbeing of themselves or others.

## **PROCEDURES**

### **General**

1. Nothing in these procedures or the parent policy supersedes the requirements described in legislation, relevant Government of the Northwest Territories (GNWT) policies, the collective agreement between the GNWT Minister responsible for Human Resources and the appropriate bargaining agent.
2. Nothing in these procedures or the parent policy limits the rights of Aurora College Community Members to pursue other remedies. These may include private legal remedies, grievances, or complaints under applicable legislation. The College is not responsible for providing legal services for those that wish to pursue other remedies.
3. All incidents that allege sexualized or non-sexualized violence will be received and addressed under this procedure and its formal investigation process, which is meant to minimize the re-traumatization of person(s) who have experienced sexualized and non-sexualized violence.

4. Aurora College staff<sup>1</sup> will provide information for accessible resources and support services to any member of the Aurora College Community affected by any incident of a violent nature.

### **Sexualized Violence**

1. Incidents of sexualized violence should be reported immediately.
2. Students who have been affected by sexualized violence, as well as members of the Aurora College Community to whom a student has disclosed an incident of sexualized violence, will be provided information and support to access services to Community Counselling and Support Services and/or Health Services.

### **Procedures for Reporting Abusive, Threatening, or Violent Behaviour**

1. Aurora College staff will respond to instances of abusive, threatening, or violent behaviour. Members of the Aurora College Community who believe that they have experienced abusive, threatening, or violent behaviour or who come to know of any alleged behaviours of an Aurora College Community member, should as a first response, alert a staff member of the Aurora College Community.
2. Persons who believe that they have been the subject of or a witness to violent or abusive behaviour(s) may choose to deal with the alleged acts by reporting the incident to the RCMP, and/or through the Formal Investigation Process. No person affected by sexualized violence is required to participate in an investigation or the other aspects of the College's complaint resolution protocol; however, the College may be unable to reach a misconduct finding without the input of all parties involved.

#### **1.0 Immediate Response Timeline**

When a staff member of the Aurora College Community becomes aware of any abusive, threatening, or violent behaviour(s), the procedure outlined below will be followed to the extent possible in the given situation:

- 1.1 A staff member of the Aurora College Community will respond immediately, assess the situation, and notify the Director of the Campus, the senior lead for community-based program deliveries (senior lead), or designee. If the incident is of a serious nature, the responding staff member(s) will immediately call the RCMP (by dialing 911) or initiate local lockdown procedures. If possible, the responding member(s) will ensure scene safety.
- 1.2 The Director of the Campus, senior lead, or designee will implement any interim precautionary measures deemed necessary to reduce immediate threats to

---

<sup>1</sup> Staff includes instructional and non-instructional staff.

persons or property, including requiring the person or persons posing the immediate threat to leave Aurora College premises immediately.

- 1.2.1 Interim measures are not a punishment and do not represent a finding of misconduct. The College may impose interim measures immediately, without an investigation. Respondent(s) may ask the College to review a decision to impose interim measures, but only to address the impact of the imposed measure(s) and the preference for other alternatives. These decisions are not appealable.
- 1.3 The Director of the Campus, senior lead, or designee will ensure the completion of the Incident Report form by the responding member(s) within 24 hours (see *Aurora College Incident Report form*).
  - 1.3.1 Member(s) of the Aurora College Community directly affected by incidents of violence may choose to submit a written statement detailing the alleged incident, which will be attached to the Incident Report form. A written statement may be attached to the Incident Report at any point during the investigative process.
- 1.4 The Director of the Campus, senior lead, or designee will send the completed Incident Report form to the Vice President of Student Affairs or to the appropriate designee within 48 hours. A copy of the Incident Report will remain in the Office of the President until the completion of the formal investigation.
  - 1.4.1 The Director of the Campus, senior lead, or designee will inform the Respondent(s) that a copy of the Incident Report will be stored confidentially in the Office of the President.
- 1.5 After receiving the Incident Report, the Vice President of Student Affairs or the appropriate designee will ensure the following:
  - 1.5.1 For critical incidents, support and counselling services will be organized as required (e.g., critical incident stress debrief) by Aurora College Community members involved within a seventy-two (72) hour time frame, or as soon as is reasonably possible.
  - 1.5.2 In every alleged incident where an employee of Aurora College is identified as the Respondent, the appropriate Vice President will promptly report the matter to the Office of the President and to Human Resources, which will then be responsible for any further investigation and resulting sanctions that may be appropriate.

- 1.5.3 In every alleged incident where a student at Aurora College is identified as the Respondent, the Director of the Campus, senior lead, or designee will promptly report the matter to the appropriate persons responsible for dealing with student conduct under the policies and procedures of Aurora College. The matter will be forwarded to the appropriate person or designee who will be responsible for any further investigation that may be appropriate (see D.17.1 Non-academic Misconduct Procedure for the investigation process).
- 1.5.4 In every case involving the interim removal of a student, the Director of the Campus, senior lead, or designee will promptly report the matter to the President, and the President will determine the length of any such removal after receiving any information the President determines is necessary to make their decision.
- 1.5.5 In cases that do not involve a student or employee, promptly report and complete an Incident Report and submit it to the Director of the Campus, senior lead, or designee.

## **2.0 Formal Investigation of Violence**

- 2.1 The Formal Investigation Process is initiated upon the Vice President's receipt of an Incident Report involving a member(s) of the Aurora College Community. Within two (2) working days of receipt of the incident report, the Vice President or the President will either dismiss or investigate the report, and:
  - 2.1.1 If the incident is dismissed, the Complainant(s) will be informed; or
  - 2.1.2 An impartial investigator will be appointed and will notify the Respondent(s) and Complainant(s); and
  - 2.1.3 The Investigator will follow the procedures for the Investigation Processes outlined in D.17.1 Non-academic Misconduct Procedure and the GNWT Workplace Investigations (see related documents).
- 2.2 The Complainant(s) may withdraw their complaint/participation at any stage of the investigation process. If their participation is withdrawn, an investigation may still proceed. It must be noted that the vulnerability of the Complainant(s) does not dissipate and may even increase if an investigation goes forward.
  - 2.2.1 In instances where the investigator faces difficulty in determining whether to proceed, they should exercise discretion by balancing the safety of the victim with that of others. If needed, they should consult their appointing authority for guidance.

- 2.3 In an effort to create a fair and supportive environment that respects the rights and needs of both parties involved, person(s) participating in an investigation have the option to have a support person present to provide emotional support, guidance, and assistance during the proceedings (see definition for Support Person and section 5 of D.17.1 *Non-academic Misconduct Procedure*).
- 2.4 No person(s) shall be penalized for making a complaint or giving evidence in an investigation unless the charge proves to be knowingly false.

### **3.0 Reviewing Decisions Related to Incidents of Violence**

- 3.1 If the Complainant(s) or Respondent(s) is a student, they may appeal any decisions or actions as a result of a complaint (see D.01.1 *Student Appeals Procedure*). If either party believes there is grounds for an appeal, they may appeal in accordance with the appeal procedure for non-academic misconduct outlined in the *Student Appeals Procedure*.
- 3.2 If an appeal is filed by one party, other parties to the case will be notified in writing that an appeal has been submitted. They will also be invited to make a written submission for consideration in the review of the appeal. For full appeal procedures, please refer to D.01.1 *Student Appeals Procedure*.

### **4.0 Supports and Resources**

The College commits to providing support and resources to members of the Aurora College Community who have been a subject of or witness to, abusive, threatening, or violent behaviours on Aurora College premises.

- 4.1 Students will be offered information and support to accessible and available counseling services or other community support services (see Student Services for a list of community services and contact information and see *Wellbeing Resources and Tools* document on the student portal).
- 4.2 People affected by sexualized violence are not required to report a complaint to receive support services and accommodations from the College.
- 4.3 Employees will be offered information and support to access the GNWT's Employee and Family Assistance Program (EFAP), and any additional support services that are available in their respective communities.

### **5.0 Retaliation**

All members of the Aurora College Community have the right to report incidents of abusive, threatening, or violent behaviour under this policy and procedure without retaliation from others.

5.1 Threats or acts of retaliation against a Complainant(s), Respondent(s), Witness(es), or any other person involved in the formal investigation process are prohibited. Threats or acts of retaliation will be reported immediately to the Director of the Campus, senior lead, or designee.

5.2 Substantiated cases of retaliation may result in disciplinary action.

## **6.0 False Reporting**

Any person who reports an incident of violent behaviour that is knowingly false may be subject to appropriate disciplinary action (see *Non-academic Misconduct Procedures* for students, or *GNWT Human Resources Manual* for Employees).

## **7.0 Confidentiality of Complaints**

All Incident Reports and any materials or information associated with a complaint will be treated as confidential. All persons involved share a responsibility to maintain confidentiality throughout this procedure and after its conclusion. Further:

7.1 Any information relating to violent concerns, formal violence-related complaints, and the resolution of these matters will only be shared with the Complainant(s), the Respondent(s), and those persons immediately required to review and make decisions on the matter.

7.2 Documentation, including statements from witnesses, must be attributable to the source.

7.3 Information provided during the course of a violence-related investigation may be disclosed in the event of an arbitration, court case, an *Access to Information and Protection of Privacy Act* application, or if deemed necessary for due process.

7.4 The investigation report and related documents will be stored in compliance with *G.11 Students Records Policy*.

7.5 Investigation files may be reopened where:

7.5.1 New and relevant information is provided to investigators or the President that was not available at the time of the original investigation;  
or

7.5.2 Retaliation is alleged to have occurred; or

7.5.3 A similar incident occurs involving the same person.



## **RELATED POLICIES/PROCEDURES/DOCUMENTS**

### **Policies**

- C.50 Academic Freedom Policy
- E.05 Health and Safety Policy
- G.11 Student Records Policy

### **Procedures**

- D.17.1 Non-academic Misconduct Procedure
- E.07.1 Discrimination, Harassment, and Violence Procedure

### **Documents**

- Aurora College Emergency Response Guidelines
- Wellness Resources and Tools, September 2023

Collective Agreement between the Union of Northern Workers and the Minister Responsible for the Public Service Act (current agreement), Article 5 and Article 55

<https://my.hr.gov.nt.ca/human-resource-manual/0700-discipline/0701-employee-discipline>

GNWT Code of Conduct

GNWT Harassment Free and Respectful Workplace Policy

GNWT Harassment Complaint Form

## **APPLICABLE LEGISLATION**

Access to Information and Protection of Privacy Act SNWT 1994, c 20.

Human Rights Act SNWT 2002, c 18.

Occupational Health and Safety Regulations, R-039-2015.

## Appendix 1

### **ROLES AND RESPONSIBILITIES**

Every member of the Aurora College Community will promote a respectful environment for all persons. Violence will not be condoned.

#### **Management:**

- a. Respond immediately to any concerns or allegations of violence in accordance with the related policy and these associated procedures. Where appropriate, Management shall report incidents of violence to the RCMP.
- b. Conduct or initiate investigations where required under the Discrimination, Harassment and Violence Policy or working with the delegated investigator and any other relevant College department as required in any investigation of violence.
- c. Ensure that appropriate changes to policies, procedures, and practices found necessary are implemented to avoid future incidents of violence.
- d. Ensure the confidentiality and security of files related to the investigation of a violent incident.

#### **Campus Residence and Student Services staff:**

- a. Report all incidents of violence to the Campus Director, Regional Program Head, or designee immediately and in accordance with the related policy and these associated procedures. Where appropriate, Campus Residence staff or Student Services shall report incidents of violence to the RCMP.
- b. Provide information and support to the Complainant(s) and the Respondent(s) of the appropriate support services available both on and off campus.

#### **Employees, Students, and Campus Users:**

- a. Contact the RCMP when immediate assistance is required to address a situation involving ongoing or imminent violence.
- b. Contact an appropriate Aurora College staff member as soon as possible when concerned about the potential of violence, or to report a violent incident involving themselves or others.
- c. Cooperate fully and honestly in any investigation into an incident of violence.
- d. Take precautions as necessary for their own protection.