

STUDENT COMPLAINT (DISCRIMINATION, HARASSMENT, RETALIATION AND OTHER MISCONDUCT) POLICY AND FORM

APPROVED BY: ELT on February 2022

REVIEW BY: February 2024

Briercrest College & Seminary ("Briercrest") is committed to providing a learning environment free from discrimination, harassment, retaliation, and other misconduct. Briercrest's *Anti-Harassment Policy* and *Corporate Mission and Institutional Covenant* outline Briercrest's prohibitions against discrimination, harassment, retaliation, and other misconduct. These policies can be found on Briercrest's website with all other institutional policies.

Briercrest is further committed to providing students with a means to share their concerns and officially register complaints about any faculty or staff member.

This Policy and Form does **NOT** apply to complaints regarding:

- Student Discipline Appeals
- Allegations of misconduct against other students, which will be addressed through the Student Development department
- An appeal of a grade on an assignment
- Academic misconduct

This Policy and Form does **NOT** alleviate or replace the need to report a vulnerable person in need of protection or of a suspected or alleged crime.

This Policy and Form is not intended to take the place of criminal investigations by law enforcement and does not in any way preclude or discourage anyone from reporting matters to the civil authorities and law enforcement.

Any student can report discrimination, harassment, retaliation, or other misconduct, whether as a victim or a witness. This policy provides the procedure to report this prohibited conduct. One option for reporting discrimination, harassment, retaliation, or other misconduct is to complete this form and provide it to **James Wood**, the designated Complaints Officer for Briercrest in person or via email at studentcomplaints@briercrest.ca.

You are not required to use this form to file a complaint. However, you should read and be aware of Briercrest's guidance document, *Investigations into Allegations of Misconduct Protocol*, whether you choose to use this form or not.

It is important to be as specific as possible in your complaint so that Briercrest can thoroughly investigate the conduct and take prompt corrective action, as is necessary. Include all known information about the complaint, including the identity of any witnesses with knowledge of the allegations or offenses and any other known evidence related to the complaint. You are not limited to the space provided. Briercrest encourages you to attach any additional materials that may assist us in investigating the claim. If you are reporting as a witness, make sure to identify who the victim is.

Please note that a group of students may delegate one or more of its members to voice a complaint on its behalf. However, no one shall initiate a complaint on behalf of another person or persons without the written permission of the person(s).

This form must be signed and dated by you to be considered an official complaint.

To investigate the complaint, Briercrest will need to interview you, those subject to the alleged discrimination, harassment, retaliation, or other misconduct, the alleged offender[s], and any known witnesses. However, Briercrest will notify all individuals involved that the investigation is confidential to the extent permitted by law and make clear that unauthorized disclosures could result in disciplinary action.

If a student prefers to engage in-person with the Complaints Officer regarding their concern, the following procedure applies for the initial in-person or virtual person-to-person meeting.

In-Person Complaint Procedure

- I. Student sets up a meeting with the Complaints Officer to review the complaint;
- II. At the meeting, the student states the complaint clearly, preferably in writing. If the complaint is made in writing, the Complaints Officer retains a copy;
- III. The Complaints Officer listens to the concerns of the student and seeks clarification or further details if necessary;
- IV. The Complaints Officer takes detailed notes during the meeting;
- V. The Complaints Officer and student may explore ways to resolve the concern and create a written record of the proposed solution(s) for reference and for the Complaints Officer's consideration as appropriate.

If a faculty or staff member, other than the Complaints Officer, becomes aware of a student complaint, they shall advise the victim or witnesses to follow the steps outlined in this policy.

COMPLAINT FORM

Student Name: _____

Employee Name/Title: _____

Today's Date: _____ Incident Date(s): _____

Incident Location: _____

Identify the individual(s) who participated in discrimination, harassment, retaliation, or misconduct:

Identify the individual(s) subject to the discrimination, harassment, retaliation, or misconduct:

Identify (to the best of your knowledge) when the discrimination, harassment, retaliation, or misconduct occurred. If it occurred over a period of time or continues to occur, identify that period of time:



Describe in detail the facts that form the basis of this complaint. Attach additional sheets of paper if necessary:

Has anyone else witnessed the conduct? To the best of your knowledge, please identify those individuals and describe their scope of knowledge of the conduct:

Are you aware of any other evidence (for example documents, photographs, emails, video recordings) that substantiate the complaint? To the best of your knowledge, please identify and describe any such evidence. If possible attach any such evidence to this complaint.



Has there been any action taken to try and stop the alleged conduct? If so, please describe the action taken and what resulted:

Have you previously reported or complained about the conduct or any other discrimination, harassment, retaliation, or misconduct while attending Briercrest? If so, please identify the person you reported the conduct to, the approximate date of the report, and the resolution:

How would you like to see the situation resolved?



I acknowledge that I have read and understood the above information. I certify that to the best of my knowledge, the information I have provided on this form is accurate. I understand and acknowledge that a copy of this complaint and any attachments may be provided to the alleged offender(s). I also understand that this complaint and any attachments may be viewed by appropriate administrators and other witnesses involved in the investigation of this complaint. I am willing to fully cooperate in this investigation.

Student Signature

Signature of Complaints Officer or other faculty or staff member receiving the complaint

Date _____