

# Report on activity 2015–2018

September 2015 to August 2018

*Human Rights Office*  
*Bureau des droits de la personne*



uOttawa

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## Director's message



Over the period covered by this report, the Human Rights Office has focused on creating a policy framework and consistent procedures to handle harassment, discrimination and sexual violence complaints, to process accommodation requests under the Ontario *Human Rights Code*, and to manage issues related to accessibility and inclusion. Much of our work involves clarifying the roles and responsibilities of the various services on campus in order to promote good decision making, while promoting transparency and accountability in the interest of all members of our community.

Significant accomplishments include the adoption of Policy 67b on the Prevention of Sexual Violence and Policy 119 on Accessibility, as well as work on the President's Ad Hoc Committee on Diversity and Inclusion, and support for removing barriers to employment equity. Because more people have become aware of our services, we have had to adjust to manage an increasing number of complaints and requests for help and training.

In addition to the director and the Administrative and Communications Assistant, the Human Rights Office has four specialists who work to remove obstacles to inclusion and handle complaints. We find that combining the varying skill sets and work methods within the same team is complementary and informative, allowing us to quickly analyse the factors at play in a complaint or a request for training, all while reinforcing the team's ability to identify obstacles to inclusion and develop useful tools and resources for the community.

Our work is described in further detail in the following pages. We are particularly interested in your comments, which will help us improve our services. Please feel free to ask us any questions and share your ideas: we would love to hear from you.

A handwritten signature in cursive script that reads "S. Nigam".

**Sonya Nigam**

# Human Rights Office

## Mission, mandate and guiding principles

### Mission

The Human Rights Office team collaborates with the University community to create an inclusive environment where everyone feels valued and respected.

### Mandate

To provide leadership and expert advice on the creation, implementation and evaluation of policies, procedures and practices that deal with inclusion, employment equity, accessibility, and the prevention of harassment, discrimination and sexual violence.

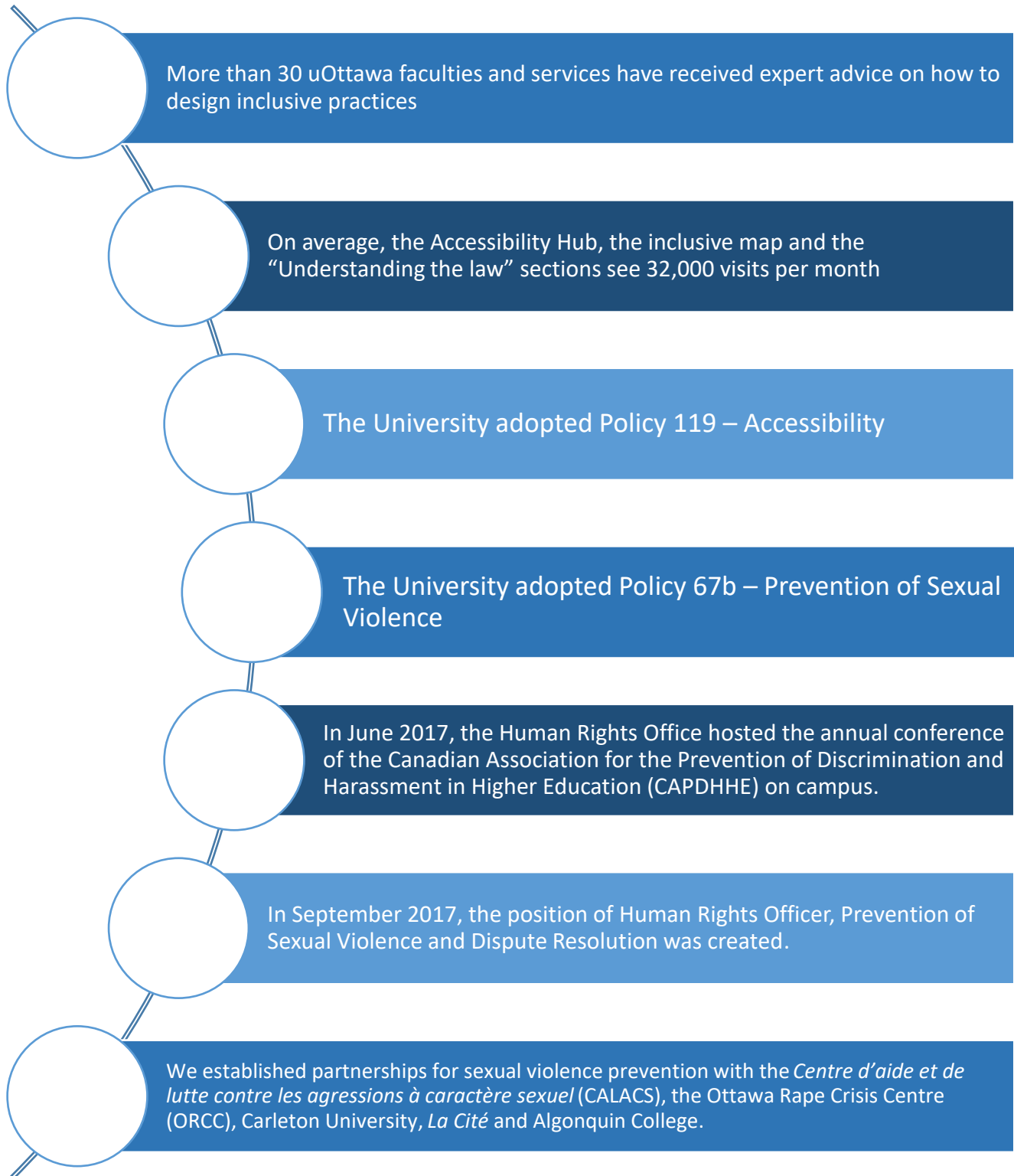
### Guiding principles

Equality, confidentiality, respect

## Sectors

- Leadership and administrative staff
- Diversity and inclusion
- Employment equity
- Accessibility
- Harassment and discrimination
- Sexual violence

## Highlights



## Leadership and administration

Since its creation, the Human Rights Office has played an essential role within the University. The Director has made a point of staying abreast of all issues related to the Office's mandate to ensure an inclusive, respectful work and learning environment.

Over the period covered by this report, and following the adoption of the new Policy 67b on the Prevention of Sexual Violence, the mandate of the Office was broadened to include the prevention of sexual violence. With this in mind, two formerly identical positions were changed to create two new positions: a Human Rights Officer, who is tasked with handling incidents of sexual violence and leading prevention activities; and a Senior Advisor, Human Rights and Conflict Resolution, responsible for handling harassment and discrimination complaints, as well as other complaints unrelated to sexual violence.

The Director, with the support of the Administrative and Communications Assistant, provided strategic and technical support to the team members. The Assistant sits on the communications committee for student services, helping the Office reach a broader audience for various campus activities.

The Director frequently provided expert advice, on many different sensitive issues. In addition to her active involvement in several task forces, committees and other associations, the Director built a network of internal and external partnerships that benefit all stakeholders on campus.

### Internal relations, task forces and committees

- Task Force on Respect and Equality
- Sexual Violence Response Team
- Standing Committee on the Prevention of Sexual Violence
- Ad Hoc Committee on Diversity and Inclusion
- Working group on training for the prevention of sexual violence
- Persons of Concern committee
- Working group on mandatory training
- Working group on employment equity

### Associations, involvement and off-campus presentations

For many years, the Director of the Human Rights Office has participated in the Senior Equity Officers Reference Group (SEORG), which includes senior administrators from other Ontario universities who also work in the field of diversity, equity and human rights. She is also an executive member of the Canadian Association for the Prevention of Discrimination and Harassment in Higher Education (CAPDHHE).

- COU Reference Group on the Prevention of Sexual Violence
- SEORG (Senior Equity Officers Reference Group)
- CAPDHHE (Canadian Association for the Prevention of Discrimination and Harassment in Higher Education), executive member
- "Policy on the Prevention of Sexual Violence: the uOttawa experience", presentation for the Office of Risk Management of Ontario Universities
- "Prevention, Education and Response to Sexual Violence" presentation for the Canadian Association of

University Business Officers (CAUBO)

- “*La gestion des plaintes de harcèlement dans l'environnement complexe de l'enseignement postsecondaire*” presentation to Faculty of Law – Civil Law Section, Alumni Week
- Council of Ontario Universities, Reference Group on Sexual Violence, member
- Hire Immigrants Ottawa (HIO), training and summit participation
- Lectures on sexual violence, at York University and University of Toronto
- “*Politique, éducation et la prévention de la sexual violence*” presentation to the Canadian Principal Learning Network



# Diversity and inclusion

One of the main goals of the Human Rights Office is to help people acquire or improve the skills needed to incorporate inclusive practices in everything they do.

Diversity is a fact. Thanks to a unique mix of values, beliefs and talents, not to mention characteristics like gender, sexual orientation, culture, language, and more, each of us is naturally, and effortlessly, diverse. Diversity also exists among people and within institutions, with each one having its own way of doing and being.

Inclusion is a choice. It requires effort to recognize and draw out the unique strengths of each individual, group and institution. Research shows that when diversity is properly managed with the help of inclusive practices and policies, institutions and the people within them become more engaged, innovative and productive.

## Skills development

### Expert advice

The following faculties, services, programs, projects, committees and task forces received expert advice from the Diversity and Inclusion Specialist to develop inclusive practices. The support provided involved assessing current practices, uncovering barriers, identifying new practices, and providing coaching and training.

- Academic Affairs and Academic Labour Relations
- Financial Aid and Awards
- CO-OP Office
- Liaison Office
- International Office
- Office of the Vice-President Governance (now known as Secretary General)
- Ad Hoc Committee on Diversity and Inclusion
- Communications Directorate
- School of Human Kinetics
- School of Nursing
- School of Social Work
- Institute of Canadian and Aboriginal Studies
- Faculty of Education
- Faculty of Law – Civil Law Section
- Faculty of Medicine
- Faculty of Health Sciences
- Office of Risk Management
- Task force – Indigenizing and Decolonizing Academy Symposium
- Task force on recruitment
- InfoService
- Facilities
- International House
- Joint Chair in Women's Studies program

- Human Resources
  - Talent management
  - Leadership, Learning and Organizational Development (LADO)
  - Employee and labour relations
- Wellness Week
- ACCES Service (now known as SASS-Academic Accommodations)
- Research Management Services, Canada Research Chairs Program
- Housing Service
- Sports Services
- Subcommittees on sports, gender audit
- Ad Hoc Committee on Diversity and Inclusion
  - Subcommittee on transgender and non-binary issues
  - Subcommittee on employment equity
- Telfer School of Management
- uOGlobal
- International Office

### **Awareness-raising training and programs**

The Diversity and Inclusion Specialist created the following workshops, which were offered on demand by the Leadership Learning and Organizational Development (LLOD) section of Human Resources.

- Introduction to Diversity and Inclusion
- Inclusive Leadership: The Strength of Diversity in your Teams
- Inclusive Leadership: Creating an Open, Inclusive Work Environment
- Inclusion and conscious and unconscious biases

### **Partnership**

- Collaboration with the Canadian Centre for Gender and Sexual Diversity and Sports Services at the University of Ottawa. Training for employees who work in sports facilities and their managers.

### **Internal and external relations**

- Active member of the Ottawa Local Immigration Partnership (OLIP). OLIP members meet several times a year to learn how to address racism in the workplace with the aim of removing barriers to employment for racialized new Canadians. OLIP also organizes and hosts awareness raising activities for the general public
- Active member of the Employment Accessibility Resource Network (EARN). EARN members meet monthly to organize and host an annual conference and an annual career fair
- Expert advice offered to the community
- International Development Research Centre
- The Ottawa Hospital
- The Canadian Intellectual Property Office, Innovation, Science and Economic Development, Government of Canada
- *Conseil des écoles catholiques du Centre-Est*

- Webinar on spirituality in the workplace
- Participated in the “LGBTQ+ Inclusive Workplaces” workshop offered by the Pride Centre.
- Participated in the “Discussion of the Day for the Elimination of Racial Discrimination” round table organized by the City of Ottawa.
- Participated in the “Policy on Preventing Discrimination Based on Creed” webinar offered by the Ontario Human Rights Commission.
- Training session on the *Freedom of Information and Protection of Privacy Act*
- Participated in the “Fostering an Inclusive Workplace: Recognizing the Rewards of Inclusion” webinar offered by the Conference Board of Canada.
- Participated in the “Pathways to Employment for Refugees” event hosted by Refugee 613 and community partners, led by World Skills Employment Centre
- Participated in the “Native Spirituality in Mental Wellness and Caring for the 4 Powers of the Human Self” learning event organized by the Aboriginal Resources Centre.
- Participated in the “Embracing Inclusion: Evaluating Equity” webinar.
- Participated in the “Universal Design Training” offered by the Student Equity Centre.
- Participated in the “The Case for LGBT Workplace Inclusion” training session offered by Pride at Work Canada.
- Participated in the HIO Employer Summit.
- Participated in the “Indigenizing and Decolonizing the Academy” symposium organized by the University of Ottawa.
- Participated in the CAPDHHE 2017 National Conference, “Dialogue on Inclusion: Solutions for College and University Campuses.”
- Participated in the “Mental Health First Aid Canada” training session offered by the Mental Health Commission of Canada.
- Participated in the “Leading Inclusively Master Class Part I: Leading from the Heart” webinar offered by The Winters Group
- Participated in the “Leading Inclusively Master Class Part II: Leading from the Head” webinar offered by The Winters Group
- Participated in the EARN Annual Conference
- Participated in the “COPE Ottawa: Navigating Race in Canadian Workplaces” training session offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- Participated in the “Intersection of Inclusion and Wellness in the Workplace” conference organized by the CCDI

## Employment equity

The University of Ottawa fosters working conditions that end the inequalities experienced by the four designated groups in Canada: women, Aboriginal persons, persons with disabilities and visible minorities. The University creates, implements and assesses policies and programs designed to facilitate employment and education for members of these groups. Human Resources ensures that the *Employment Equity Act* is applied appropriately to these groups.

## Skills development

### Expert advice

- Ongoing collection of employment equity data, conducted in collaboration with Human Resources: each new full-time, permanent employee is asked to fill out a self-identification questionnaire.
- Ongoing discussions with Employment and Social Development Canada, a federal government agency responsible for overseeing the Federal Contractors Program, to identify the repercussions of government changes on the University of Ottawa and to identify any actions the University should take.

## External relations and partnerships

- Member of Hire Immigrants Ottawa (HIO), which aims to improve employer access to qualified immigrants in the Ottawa area, notably by helping to eliminate barriers to employment.
- Active member of the Employment Accessibility Resource Network (EARN).
- Member of the Ontario Employment Equity Practitioners Group (EEPG).

# Accessibility

The Human Rights Office at the University of Ottawa has been delegated authority to ensure that the University complies with the *Accessibility for Ontarians with Disabilities Act* (AODA) and the Ontario *Human Rights Code* (Code).

The Accessibility Policy Officer helps the University fulfill its accessibility mandate and its duty to accommodate people with disabilities. With support from senior management, the Officer provides leadership in creating, implementing and evaluating policies, procedures and practices that govern how the University of Ottawa must provide goods and services to people with disabilities. These policies also govern how the University meets, or will meet, accessibility standards in the five areas of legislation: customer service, information and communications, employment, transportation and design of public spaces.

## Governance

### Adopting framework legislation on accessibility

Because the workload associated with meeting the legal requirements of the AODA and the Code is not solely the purview of the Human Rights Office, we have developed Policy 119 – Accessibility.

This policy aims to formalize the division of roles and responsibilities with regard to accessibility within the designated sectors on campus that are responsible for meeting AODA requirements and to establish a monitoring and accountability system.

Thanks to this policy, our Office has found it easier to compile and assess accessibility reports and plans submitted by services and faculties and to prepare, write and publish reports and university plans required under Ontario accessibility legislation.

## Skills development

### Creating technological solutions

When the HRO was first established it invested a great number of operational hours addressing the unmet needs of people with disabilities on campus. This heavy workload was mainly due to the lack of framework legislation to handle accommodation requests and a lack of transparency on accessible services available on campus. This situation needed to be resolved before we could focus our efforts on our accessibility mandate.

Hence, from 2014 to 2017, we decided to automate certain parts of the accommodation request process by investing in the development of the technological solutions listed below. These solutions are intended to inform the University community about accessible services on campus and to give employees the tools they need to purchase accessible goods and services.

#### Technological solutions developed by the Human Rights Office

- ACCESSIBILITY HUB: website that centralizes all accessibility resources available on campus

- INCLUSIVE CAMPUS MAPS: virtual maps that identify the accessible services in the main buildings on campus
- @UOACCESSIBLE: Twitter account that promptly notifies the University community of short-duration service interruptions
- UNDERSTANDING THE LAW: webpage explaining the University's legal obligations regarding accessibility and accommodation for people with disabilities
- Productions of videos, templates and guides to make it easier to create accessible communications and information (web content, social media, emails and documents)
- Links to hire accessibility services and rent accessibility equipment
- Guidelines and templates for more accessible purchases

### **Training on specific topics**

We offer training on specific topics, upon request, to help staff with their duty to accommodate and to provide accessible services. The following training courses have been given to employees:

- Creating accessible communications and information
- Creating accessible web content (not Drupal)
- Accessible customer service
- Service and emotional support animals in the classroom and in the workplace
- Managing employees' mental health accommodations
- Accessible employment process
- Accessible experiential learning
- Accommodation in the classroom
- Accessible teaching

### **Consultation service for students and employees with disabilities**

In order for University services to meet their legal obligations regarding community consultation, as specified in Ontario accessibility legislation, the HRO offers an accessible online consultation service to help the service responsible for on-campus accessibility to contact people with disabilities on campus at the project planning stage.

### **Expert advice**

Upon request, we provide expert advice from specialists in person, online or by phone to ensure that products acquired and services provided on campus meet the accessibility standards prescribed by law.

#### This advice covers the following topics:

- Creating and verifying accessible communications and information (website, social media, web content, advertisements, campaigns, multimedia productions, newsletters, emails and video tutorials)
- Purchasing accessible products and services (learning management system, content management system, public notification service, mobile apps, online teaching, residence and space rental, and

- planning for redevelopment, renovation and innovation)
- Accommodations on campus (accommodations in the classroom, in residence, at Sports Services, in the cafeteria, during official ceremonies and lectures, at admission, in experiential learning, in libraries, in common areas, and for transportation services and parking)
- Health and safety (use of tobacco and cannabis, purification ceremony, allergies, cleaning products and perfume, mental health needs and service animals)

## Outreach

### Encouraging the adoption of accessible practices

We are creating a communication strategy that aims to change the behaviour of those responsible for providing accessible services and acquiring accessible products on campus by encouraging them to use solutions that have been designed with accessibility in mind. Our strategy targets our service partners at the level at which taking action and changing behaviour is most important to achieve our accessibility objectives. These solutions are described in the “Skills development” section on page 13.

### Inviting members of the University community to manage their needs

Inviting people with disabilities to use the tools designed to help them find and obtain accessible services and products on campus. These tools are described in the “Skills development” section on page 13.

### Assisting senior managers in their decision making

Informing senior managers of the situation on campus, issues and risks, and offering possible solutions to help them make informed decisions.

### Inviting members of the University community to get involved

Providing members of the University community who are living with disabilities with opportunities to consult through our new online consultation service.

## Internal relations

We participate in the committees, subcommittees and activities listed below to ensure that projects and initiatives developed on campus take into account the needs of people with disabilities.

- Working group on mandatory training
- Working group on the use of cannabis and tobacco
- Development and arrangement of public spaces
- Mental Health subcommittee of the Ad Hoc Committee on Diversity and Inclusion

## External relations

We also participate in the following external committees, subcommittees and activities:

- Manager of ACCESS-EDU, a free distribution list to facilitate the sharing of knowledge and

information on providing services that are accessible, equitable and inclusive to post-secondary students in Canada.

- Standards Development Committee (SDC) for accessible post-secondary education, under the Ministry of Economic Development, Job Creation and Trade of Ontario.
- AODA coordinators subgroup of the Council of Ontario Universities, a network for exchanges and meetings (two per year), comprising the individuals responsible for implementation of AODA at Ontario universities.
- Provincial leadership and governance group – Accessibility.
- AODA Liaison, a group of representatives from major public organizations in the region with the same compliance requirements under AODA (City of Ottawa, Algonquin College, Ottawa Catholic School Board, University of Ottawa, La Cité and the Ottawa Hospital) with the goal of facilitating cooperation and exchange of accessibility best practices.
- “Les outils d’accessibilité en français” presentation at the 2017 CAPDHHE Conference.
- Publication of accessibility initiatives at the University of Ottawa in the EARN magazine.
- Presentation of support devices for people with disabilities at the University of Ottawa with Sophie Cluzel, French Secretary of State in charge of People with Disabilities.
- “Having Difficult Conversations about Mental Health Accommodation” presentation at the 17th annual event, Managing Your Duty to Accommodate: Mitigating the Increasing Expense to Organizations for Failing to Accommodate Employees, INFONEX 2018.
- Presentation for the Advancing New Canadian Women in Technology program, a bridging employment program for women’s groups, such as new immigrants and Syrian refugees, who have technical training in engineering, technology, computer science and information technology from outside Canada.
- Presentation on accessible web for first- and second-year students from the Department of Communication.
- “Making the World Accessible” panel and judge at the 2017 Ontario Makers and Mentors Innovation Conference (OMMIC).
- “A Co-op for All: Fostering an Environment of Inclusiveness” webinar series.



# Harassment and Discrimination

The role of the Human Rights Office is to prevent harassment and discrimination and to intervene whenever we become aware of such incidents.

In accordance with Policy 67a on the prevention of harassment and discrimination and applicable collective agreements at the University of Ottawa, we fairly and equitably handle allegations of harassment and discrimination that involve members of the University community. Our services are confidential and impartial.

We begin by offering both parties the opportunity to resolve their complaint informally—for instance, by acting to facilitate dialogue. If the parties refuse to undertake the informal process, or if they cannot resolve their complaint, the Human Rights Office will launch the official procedures that apply.

When a complaint does not concern harassment and/or discrimination, we refer individuals to the appropriate services.

## Complaint management and prevention service

The Human Rights Office receives and manages all discrimination and harassment complaints filed under Policy 67a in accordance with applicable formal and informal processes established in Procedure 36-1 – Complaints of Harassment/Discrimination initiated by students, Procedure 36-2 – Complaints of Harassment/Discrimination initiated by employees, or in sections covering harassment and discrimination contained in University of Ottawa collective agreements.

In spring 2017, the Human Rights Office was restructured, and the position of Senior Advisor, Human Rights and Conflict Resolution was created. Before the restructuring, two harassment and discrimination officers were assigned to handle harassment, discrimination and sexual violence complaints.

In September 2017, the position of Human Rights Officer, Prevention of Sexual Violence and Dispute Resolution was created. Since then, the person in this position manages sexual violence complaints under Policy 67b, and the Senior Advisor, Human Rights and Conflict Resolution handles harassment and/or discrimination complaints under Policy 67a and applicable collective agreements. The Senior Advisor also offers advice on relevant legislation and the state of the law to members of her team and of the University community in matters related to harassment, discrimination, sexual violence, accessibility and equity.

## Skills development

### Administrative procedures and collective agreements

- Revision and amendment of Procedure 36-1 – Complaints of Harassment/Discrimination initiated by students
- Revision and amendment of Procedure 36-2 – Complaints of Harassment/Discrimination initiated by employees
- Expert advice provided to Faculty Affairs and unions during a revision of clauses in collective agreements that related to harassment, discrimination and sexual violence

## **Expert advice**

### Complaint management

Procedure 36-1, Procedure 36-2 and applicable collective agreements govern the procedures to address harassment and/or discrimination complaints. The Human Rights Office provides information on these procedures to members of the University community by offering individual consultations.

### Informal process

- Contact the respondents to inform them of the allegations against them, get their point of view, and remind them that the behaviour they displayed was unwelcome
- Offer to resolve the issue by facilitating dialogue
- Refer the individuals involved to other services, including support services, as required

### Formal process

- Provide information on the applicable formal process to the complainant(s) and the respondent(s)

### Expert advice upon request

The following faculties and services have received expert advice on harassment and/or discrimination. This advice aimed to help the faculties and services identify incidents that constituted harassment and/or discrimination, understand how to address them in keeping with principles of procedural fairness, and learn how to prevent them.

- Faculty of Arts
- Faculty of Civil law
- Faculty of Common law
- Faculty of Education
- Faculty of Engineering
- Faculty of Health Sciences
- Faculty of Medicine
- Faculty of Science
- Faculty of Social Sciences
- Telfer School of Management
- Facilities
- Sports Services
- Protection Services
- Faculty Affairs
- Co-operative Education Programs

## **Presentations, training and outreach**

The Human Rights Office provides members of the University community with presentations, workshops and training sessions on Policy 67a and harassment prevention. The content is adapted to participants and their roles and responsibilities.

The following facilities and services have received training and attended presentations:

- Faculty of Health Sciences (presentation of our services)
- School of Nursing (“Discrimination and unconscious bias” training offered in collaboration with Carole Bourque, Diversity and Inclusion Specialist)
- Faculty of Law, Common Law Section (“Mobilizing the Bystanders” training session)
- Faculty of Engineering (“Mobilizing the Bystanders” training session)
- Student Federation of the University of Ottawa (SFUO) 101 Guides (“Mobilizing the Bystanders” training session)
- Graduate Studies Mentoring Centre, Student Academic Success Service (SASS) (training session on preventing harassment, discrimination and sexual violence in a university environment)
- International Office (training session on preventing harassment, discrimination and sexual violence in a university environment)

### Partnership

Throughout the academic year, the Human Rights Office participates in events on campus in partnership with faculties and services. We participated in the following events to inform members of the University community of our services and to raise awareness about harassment, discrimination and sexual violence:

- President’s Welcome event
- Social Justice Fair, organized by the SFUO
- 101 Event, organized by the Faculty of Law, Civil Law Section
- Showcase, at the Orientation Program for New Professors

### External relations

- Participated in the CAPDHHE 2017 National Conference, *Dialogue on Inclusion: Solutions for College and University Campuses*
- Participated in the “Harassment in the Workplace: Understanding the New Obligations” training session offered by the Law Society of Ontario
- Participated in the “Lawyers as Agents for Change: Tackling Hate, Racism, Xenophobia from a Practitioner’s Perspective” training session offered by the Ontario Bar Association
- Participated in the “Mental Health First Aid Canada” training session offered by the Mental Health Commission of Canada
- Participated in the “Harcèlement psychologique : comment faire une bonne enquête” training session offered by the *Ordre des conseillers en ressources humaines agréés* (CRHA)
- Participated in the “Enquête en milieu de travail” training session offered by Hicks Morley
- Participated in the cross-cultural competency training for employers offered by HIO
- Participated in the Canadian Symposium on Sexual Violence in Post-Secondary Education Institutions at Université du Québec à Montréal
- Participated in the “Creating the Workplace that Accommodates Effectively” training program offered by HIO

*For additional statistics, please see the Appendix (data on harassment, discrimination and sexual violence).*

# Sexual violence

The mandate of the Human Rights Office includes the prevention of sexual violence and management of reported incidents involving one or more members of the University community, regardless of whether sexual violence was committed on or off campus. Services are confidential and impartial.

## Complaint management and prevention service

In late October 2017, an officer was hired to manage reported incidents, complaints and sexual violence prevention. The officer also occasionally handles files related to harassment and discrimination.

### Complaint management

The officer is responsible for providing information about support and services available to the person affected by sexual violence. Among other things, the officer is a point of contact for implementing temporary academic, employment or other accommodations.

All incidents reported to the Human Rights Office are received and handled according to Policy 67b – Prevention of Sexual Violence and the sections covering sexual violence contained in University of Ottawa collective agreements. Survivors may choose an informal process for receiving support and handling the incident(s), or they may file an official complaint. Because the policy adopts a survivor-centred approach, survivors are free to address the incident(s) in the manner that best suits them with the resources made available to them, unless the Human Rights Office has reason to believe the survivor or the University community are in danger.

Survivors who decide to resolve the situation informally are offered a variety of options. They can ask to have their case documented, without taking any specific action. With their consent, information can also be shared with Protection Services or any other suitable service. Survivors can also request academic or employment accommodations. At the survivor's request, the officer can informally and confidentially meet with the respondent to talk about the allegations and inform the person of Policy 67b, consent and available resources, among other things. Given that Policy 67b does not impose a time limit to file a complaint, survivors who opt for the informal approach may potentially file an official complaint afterward if they so wish.

When an official complaint is filed, the formal process provided for in Policy 67b begins. First, the officer from the Human Rights Office conducts an assessment, followed by an internal or external investigation, depending on the type of sexual violence. Once the investigation is complete, and if the officer finds the allegations to be founded, a review committee (composed of three members of the University community) will be created to determine whether the investigation was carried out fairly and whether the allegations are founded. If the committee deems the allegations are founded, it must recommend consequences. The person with appropriate authority over the respondent (as specified in Policy 67b) will be responsible for making the final decision and informing both parties of the decision.

The Human Rights Office handles all incidents fairly, equitably and confidentially, and the officer is in charge of providing support to the parties involved, referring them to the appropriate services and coordinating the complaint process, according to the survivor's wishes.

## **Prevention**

The Sexual Violence Prevention Officer at the Human Rights Office is also responsible for implementing initiatives to prevent sexual violence on campus.

### 2018-2019 prevention plan

During the summer of 2018, the officer worked with various partners to create prevention and outreach activities in 2018–2019. For example, we intend to form a Sexual Violence Prevention Mobile Team and to develop a six-week activity plan, beginning the first week of September 2018.

### Promotional material

In order to inform the University community of the services offered and the resources available, we collaborated with the *Centre d'aide et de lutte contre les agressions à caractère sexuel* (CALACS) and the Ottawa Rape Crisis Centre (ORCC) to print and distribute a map with a list of on- and off-campus resources and a bookmark. We also distributed teal ribbon pins, the symbol for sexual violence prevention.

Members of the Human Rights Office handed out these promotional items at various activities on campus.

## **Website on Sexual violence: Support and prevention**

We regularly update our website. To facilitate access to our services, we are also working to produce a confidential, online form to report incidents.

## **Support to the University community**

### **Committees and subcommittees**

The Sexual Violence Prevention Officer sits on the following committees and subcommittees:

- Standing Committee on the Prevention of Sexual Violence
  - Subcommittee on the revision of Policy 67b
  - Subcommittee on statistical data
  - Subcommittee on sports
  - Subcommittee on learning, development and communication

### **Expert advice provided to:**

- SFUO, to create a presentation on consent
- Women's Resource Centre, SFUO, to create a student committee on sexual violence prevention on campus
- Housing Service, to create a presentation on consent
- Sports Services, to assist in a restructuring aimed at fostering a culture of respect and equality

### **Training and programs to raise awareness**

The Sexual Violence Prevention Officer coordinates and offers a variety of training and information sessions to the University community in order to prevent, and raise awareness of, sexual violence on campus. This officer coordinates and oversees the content in the "Mobilizing the Bystanders" instructor training session and

the “Mobilizing the Bystanders” training session itself. The Officer worked with Human Resources to develop and create content for the “What to do when someone discloses an alleged incident of sexual violence” online module, which is mandatory for employees.

### Training

- Instructor training for the “Mobilizing the Bystanders” session for various services and faculties
- “Mobilizing the Bystanders” training session within courses offered at the School of Social Work
- Training for the Sexual Violence Prevention Mobile Teams
- Training for review committees for formal complaints, as specified in Policy 67b
- Training on sexual harassment for employees of Chartwells, a University of Ottawa subcontractor
- Training on preventing sexual violence and how to respond when someone reports sexual violence, training for SASS employees
- Training for the sexual health volunteer team of the Health Promotion department, University of Ottawa Health Services (UOHS)

### Outreach

Presentation on the services offered by the Human Rights Office and on sexual violence prevention to the following faculties, services and associations:

- University of Ottawa Health Services (clinic, human resources and Health Promotion)
- SASS (service and mentors)
- Student Rights Centre, SFUO
- Women’s Resource Centre, SFUO
- Pride Centre, SFUO
- Graduate Students Association of the University of Ottawa (GSAÉD)
- Teaching and Learning Support Service (TLSS)

### **Partnerships**

- Women’s Resource Centre, SFUO
- Pride Centre, SFUO
- Graduate Students Association of the University of Ottawa (GSAÉD)
- Student Services Programming Team
- Indigenous Resource Centre
- Native Women’s Association of Canada
- Moose Hide Campaign
- CALACS
- ORCC
- Carleton University
- Algonquin College
- La Cité

## **External relations**

- Participated in the Canadian Symposium on Sexual Violence in Post-Secondary Education Institutions at Université du Québec à Montréal (UQAM)
- Participated in the “Mental Health First Aid Canada” training session offered by the Mental Health Commission of Canada
- Participated in the “Enquête en milieu de travail” offered by Hicks Morley
- Participated in cross-cultural competency training for employers, offered by HIO
- Participated in the “Can Justice Heal? Exploring Accountability Models to Address Sexual Violence on Campus” symposium organized by Ryerson, Carleton, Wilfrid Laurier and Brock universities
- Helped organize the “Take Back the Night” march with organizations in the Ottawa area, including CALACS and ORCC

*For additional statistics, please see the Appendix (data on harassment, discrimination and sexual violence).*

## Analysis of the statistics presented in appendices

From 2015 to 2018, the monthly number of cases varies fluctuates from one year to the next. Therefore, it is difficult to determine specific peak periods. However, we can see that September, January, March and April are the busiest months.

Note that in graphs that illustrate types of conflicts, the “other” section includes cases that, in our analysis and despite the initial allegations, did not constitute harassment or discrimination or were outside the Office’s mandate. In most of these cases, we referred the complainants to different resources, both on and off campus.

### 2015–2016

In 2015–2016, the people who contacted the Office were mainly University staff members: several situation also involved both students and employees.

There were 138 cases opened during the 2015–2016 academic year. Just over half of the cases (84) concerned harassment complaints. Out of the complaints received, 25 were about discrimination and 17 were about sexual harassment.

### 2016–2017

We noticed a slight drop in the number of cases opened in the 2016–2017 academic year. The people who contacted the Office were almost equally split between staff members and students.

Of the 120 cases we opened, 46% of complaints involved harassment, 33% discrimination, 11% sexual harassment and 7.5% sexual assault.

### 2017–2018

In 2017-2018, 164 cases were opened, which is about 40 more than the previous year. This is partly due to increased visibility of our services and also partly due to the University population’s greater willingness to report incidents.

In 2017–2018, and in the wake of the #MeToo/#MoiAussi movement and the many outreach efforts by the Sexual Violence Prevention Officer, reports of sexual harassment and sexual assault doubled.

Of all cases opened, 63 involved harassment, 36 were about sexual harassment, 34 concerned discrimination and 18 involved sexual assault.

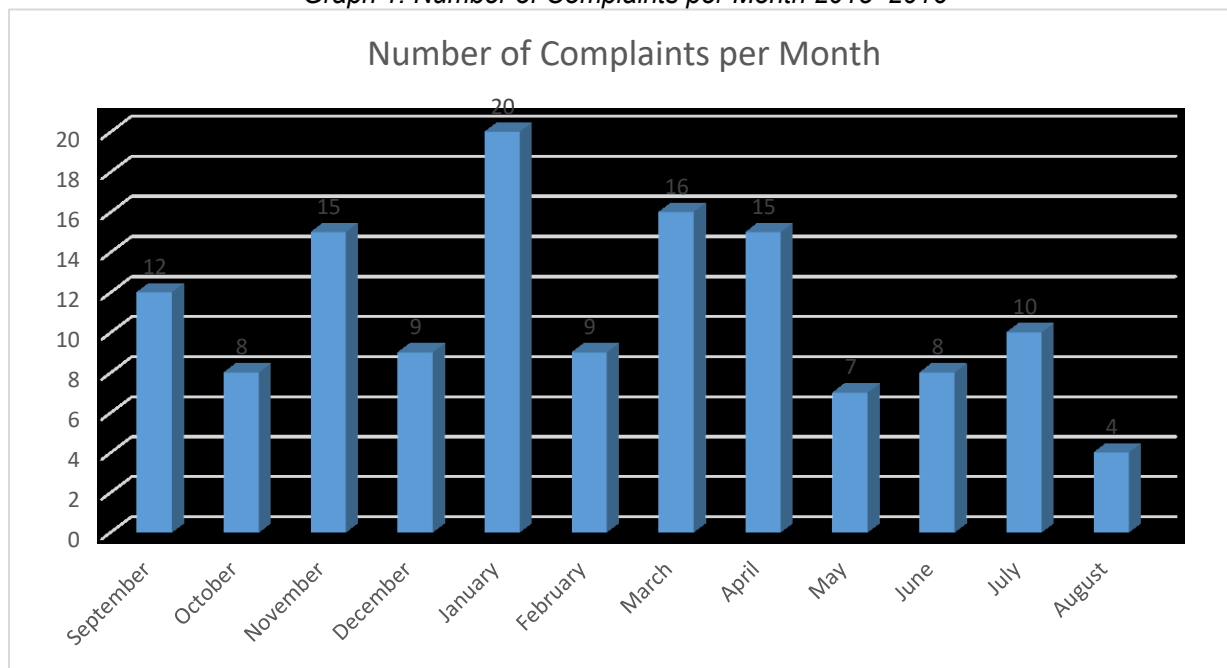
Discrimination complaints were mainly based on race (24%), followed by disability (16%), place of origin (3%) and gender identity (3%).



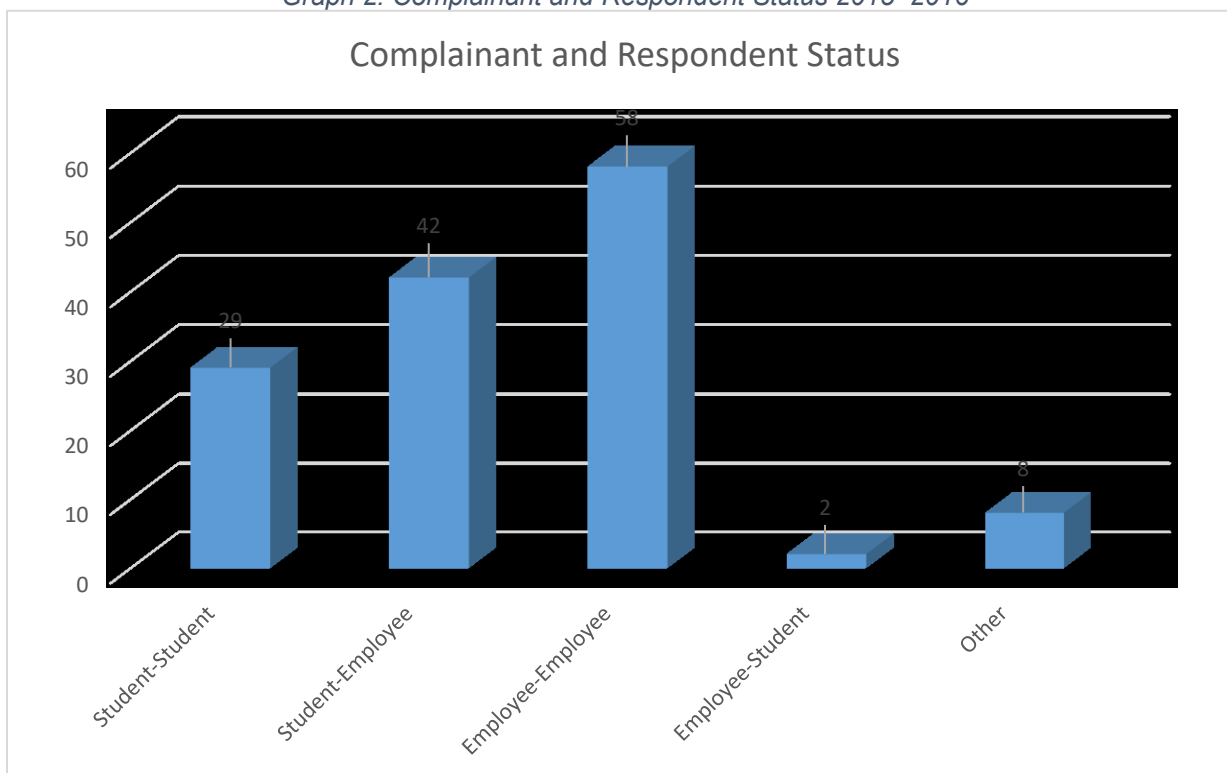
# Appendix (data on harassment, discrimination and sexual violence)

2015–2016

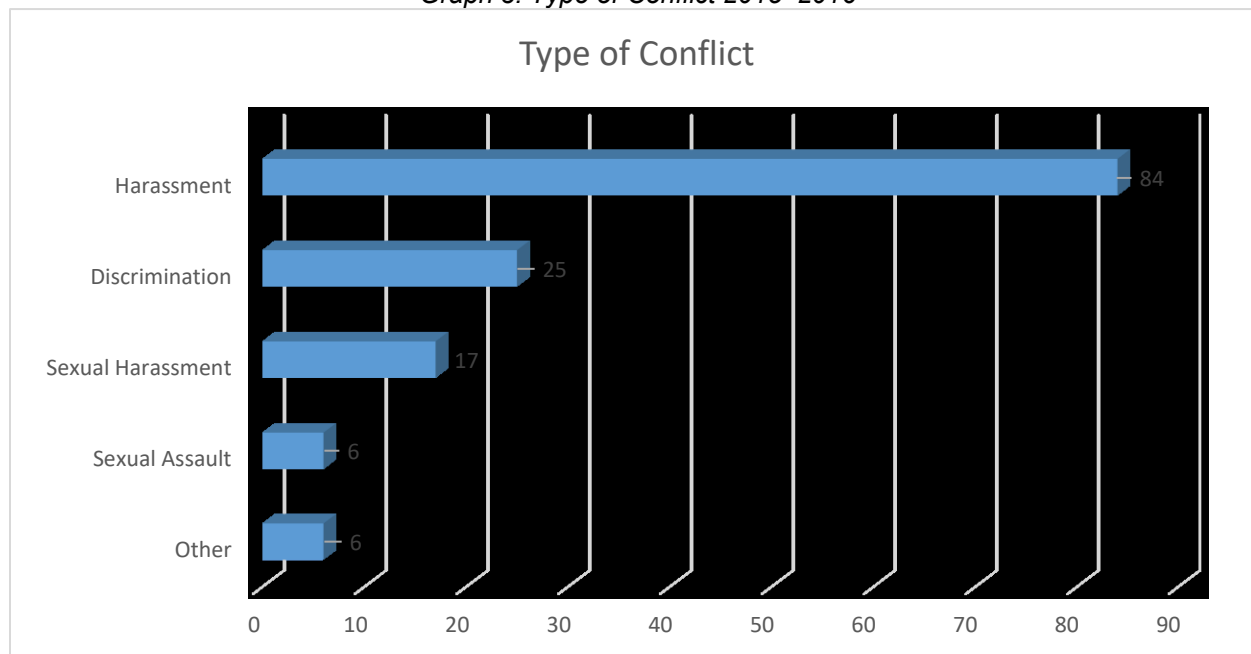
Graph 1. Number of Complaints per Month 2015–2016



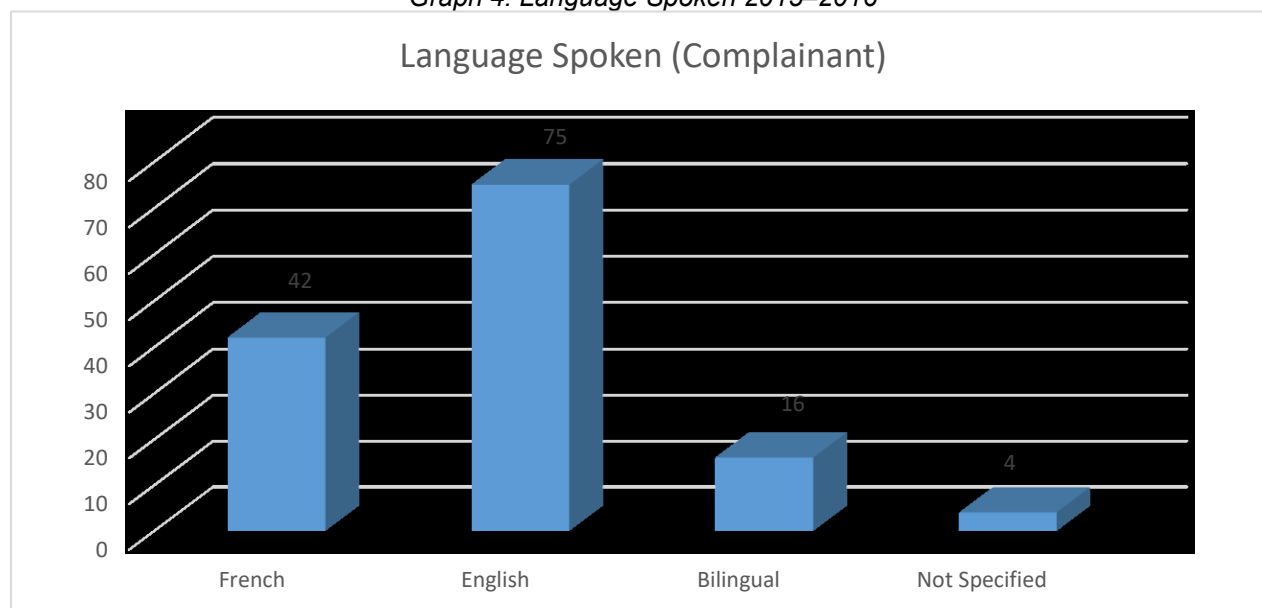
Graph 2. Complainant and Respondent Status 2015–2016



Graph 3. Type of Conflict 2015–2016

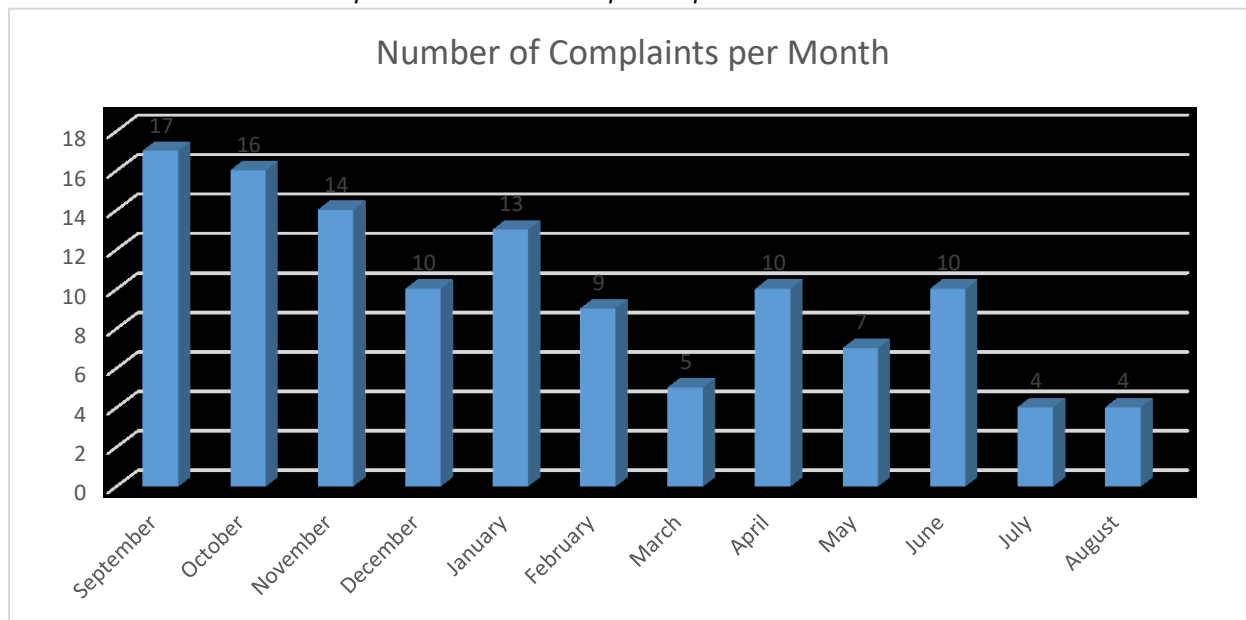


Graph 4. Language Spoken 2015–2016

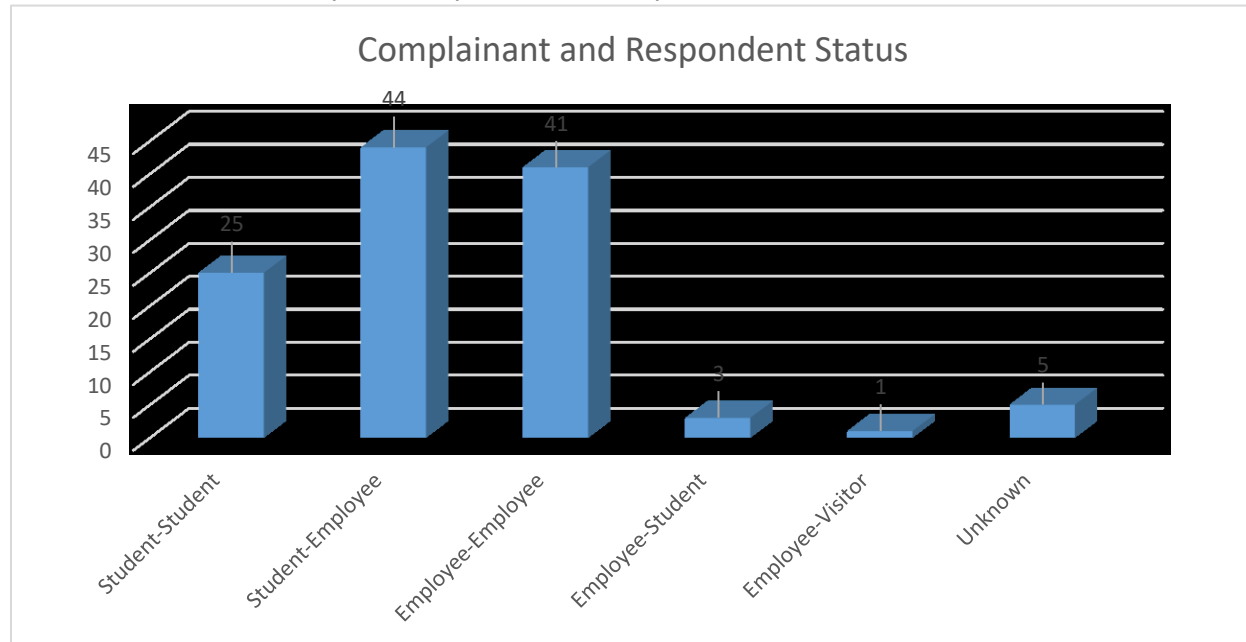


## 2016–2017

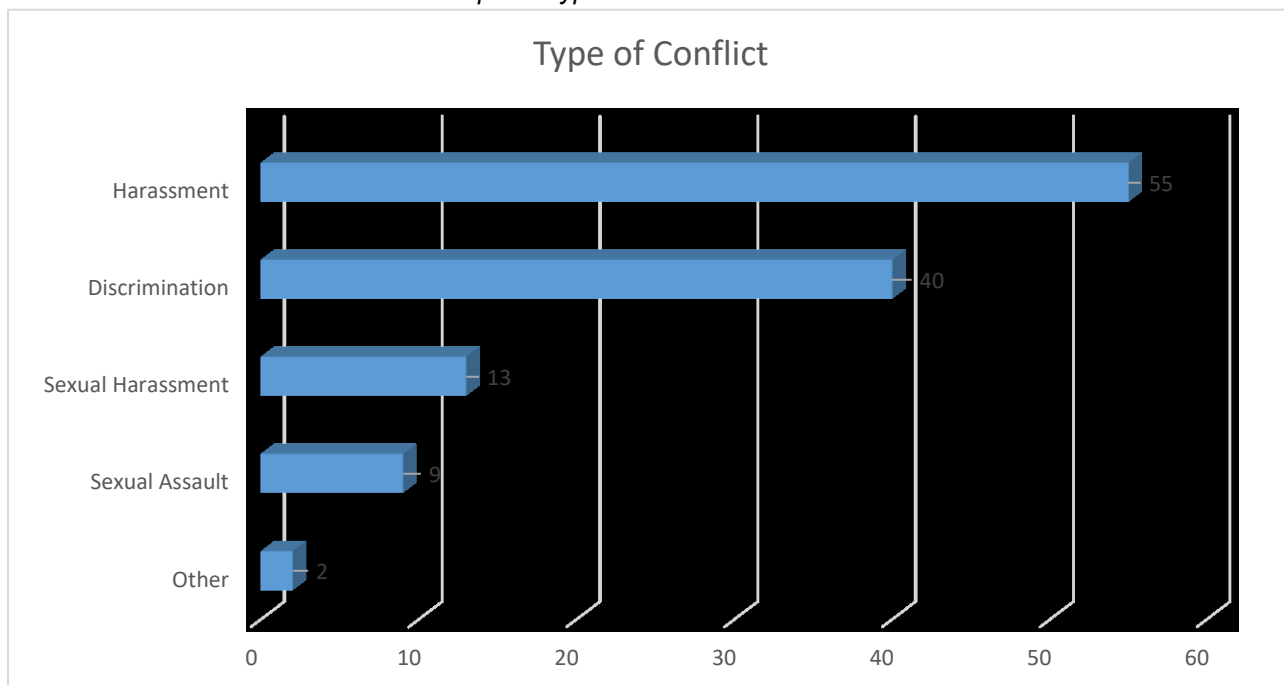
Graph 1. Number of Complaints per Month 2016–2017



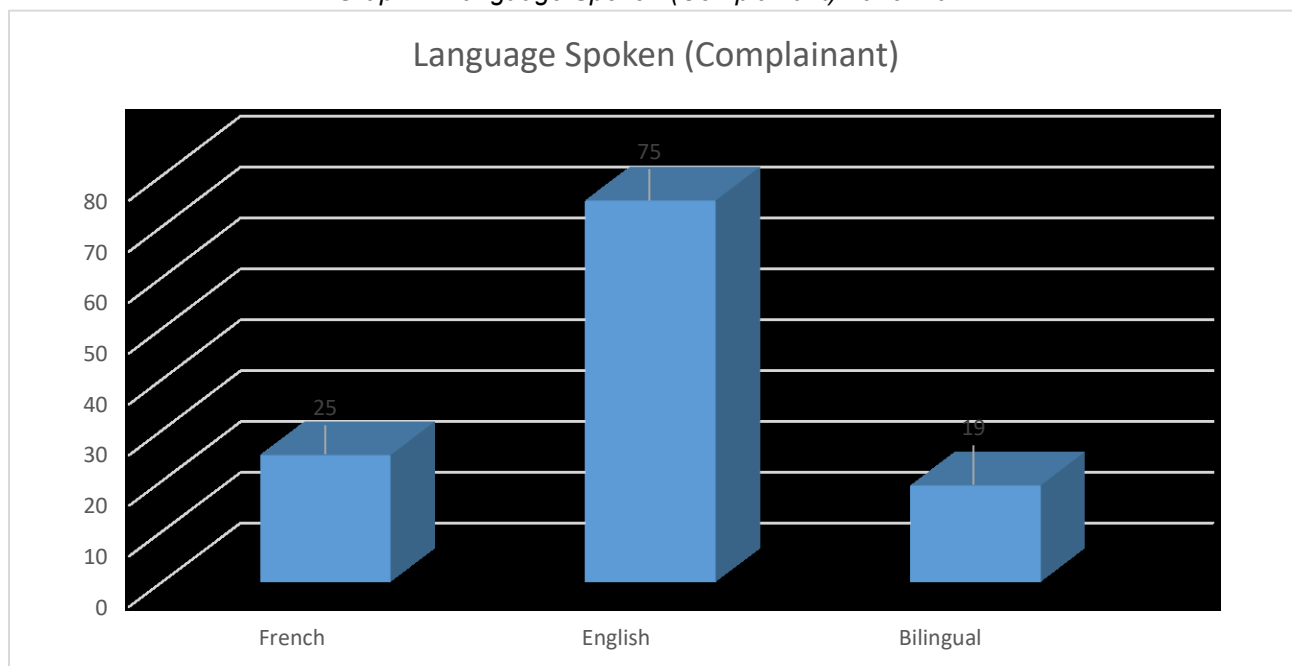
Graph 2. Complainant and Respondent Status 2016–2017



Graph 3. Type of Conflict 2016–2017

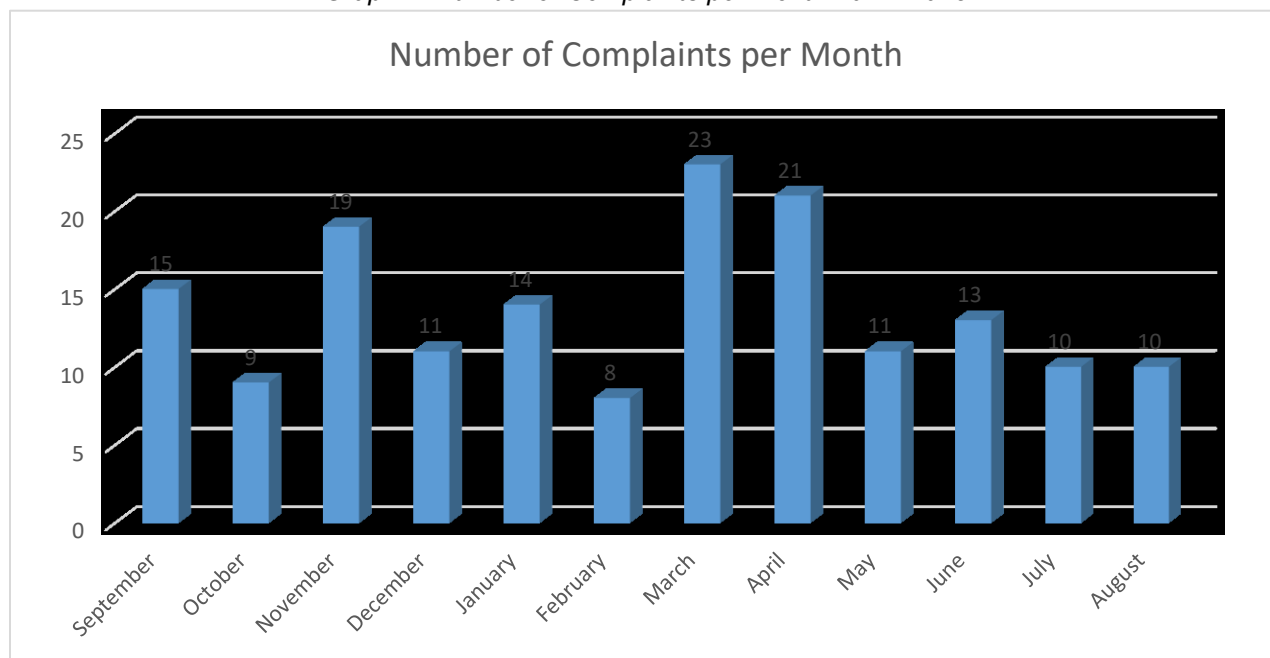


Graph 4. Language Spoken (Complainant) 2016–2017

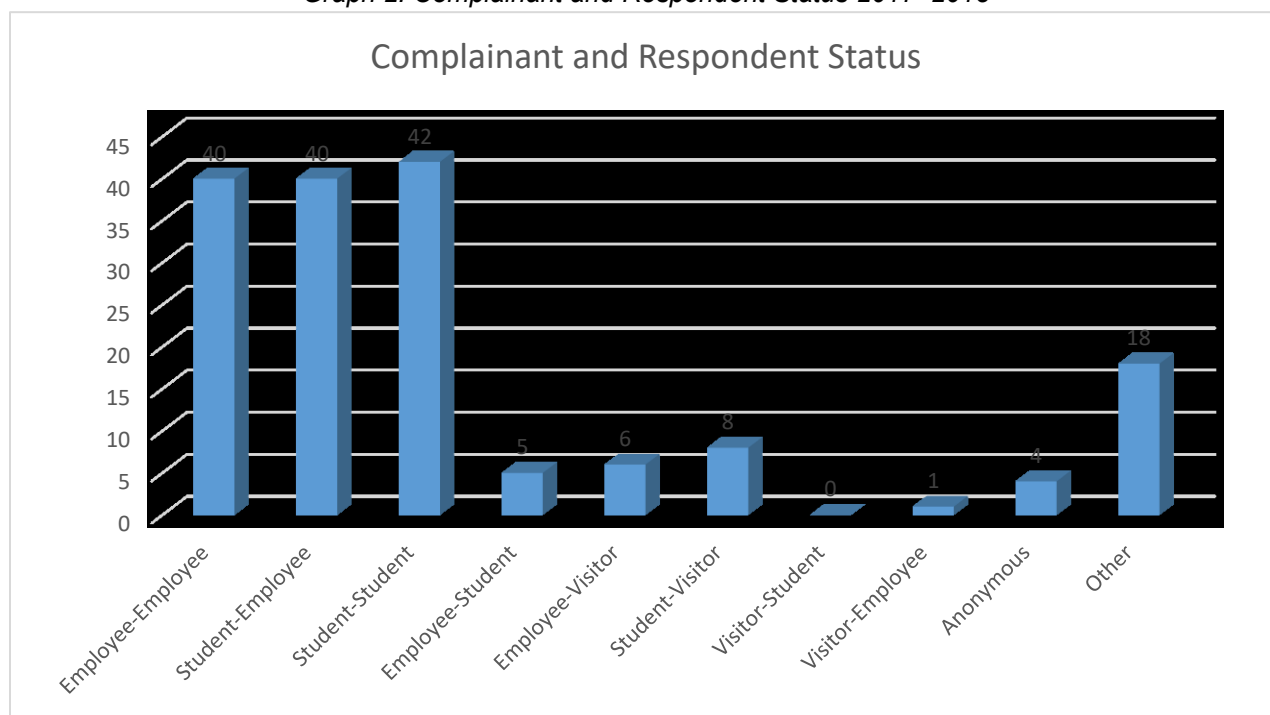


## 2017–2018

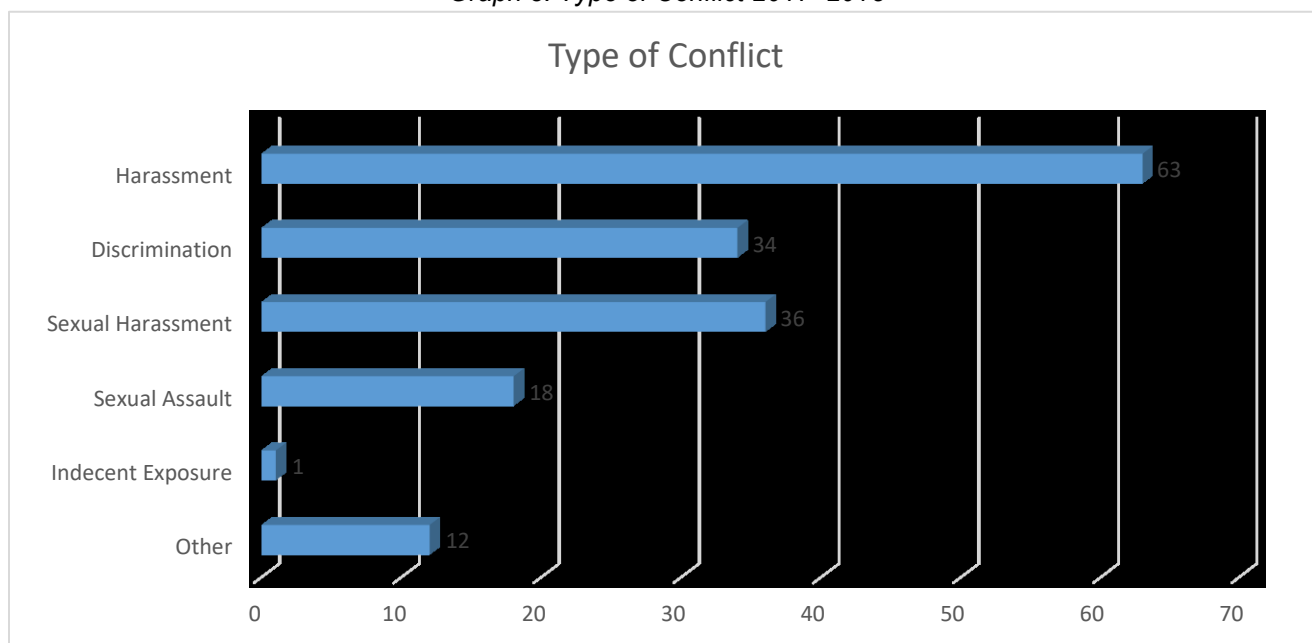
Graph 1. Number of Complaints per Month 2017–2018



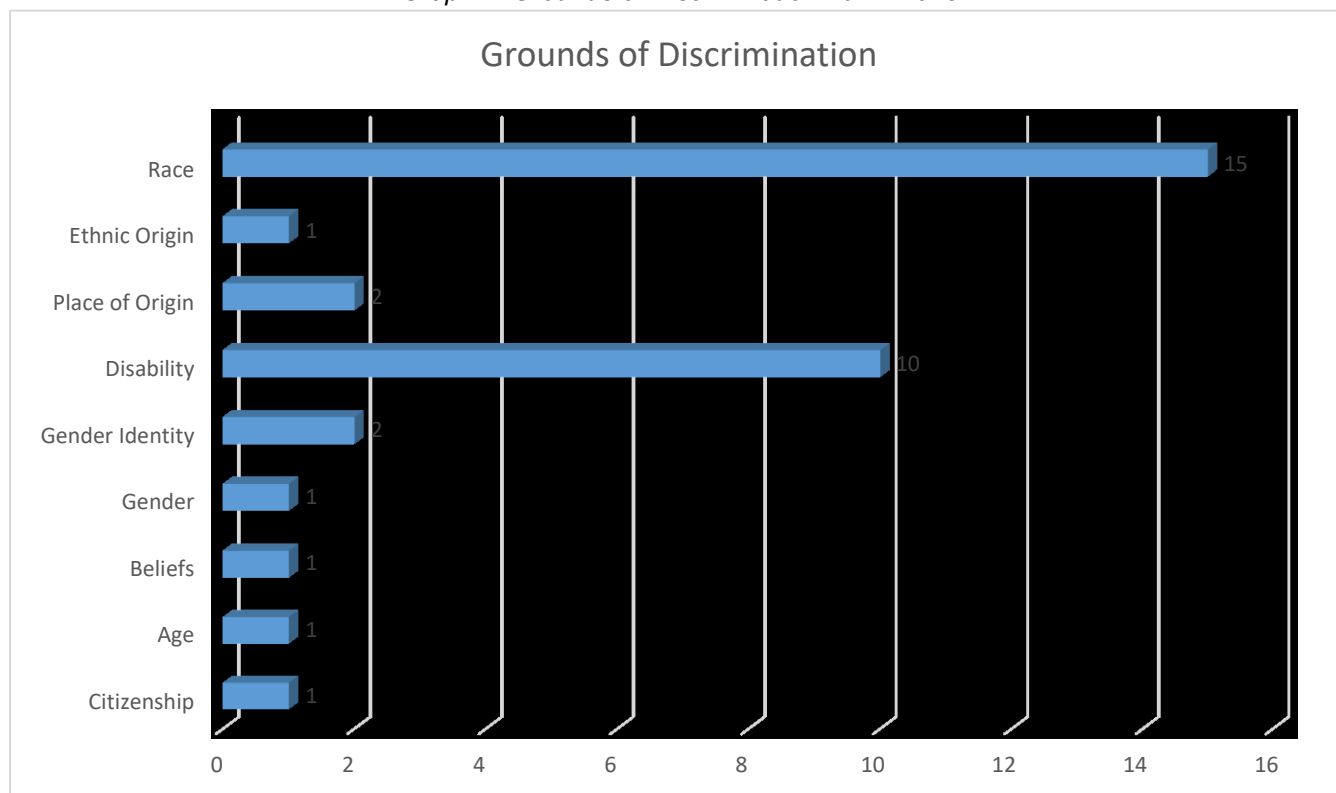
Graph 2. Complainant and Respondent Status 2017–2018



Graph 3. Type of Conflict 2017–2018



Graph 4. Grounds of Discrimination 2017–2018



Graph 5. Language Spoken (Complainant) 2017–2018

