

Human Rights Office

Know *your* Rights

This pamphlet provides general information about the rights of the Complainant and the Respondent during the informal or formal resolution process to the University of Ottawa community and should not be construed as legal advice.

Rights and Responsibilities

All members of the university community, including students, staff and faculty members, have a right to a learning and workplace environment that is respectful, safe, healthy and free from harassment and discrimination pursuant to the University of Ottawa *Policy 67a – Prevention of Harassment and Discrimination (Policy 67a)* and free from sexual violence pursuant to the University of Ottawa *Policy 67b – Prevention of Sexual Violence*. Concurrently, each member of the university community has a responsibility to maintain this environment and adhere to the university policies.

The Human Rights Office (HRO)

The HRO is a neutral and impartial office responsible for receiving and responding to human rights-related discrimination and harassment, personal and workplace harassment, and sexual violence concerns and complaints, from all members of the university community. The HRO also provides education and training on these matters as well as offers guidance and consultation to all members of the community on these issues. This pamphlet provides information regarding the rights of the Complainant and the Respondent during the informal or formal resolution process invoked under the University of Ottawa *Policy 67a – Prevention of Harassment and Discrimination (Policy 67a)* and *Policy 67b – Prevention of Sexual violence (Policy 67b)*.

Rights of the Complainant and the Respondent during the informal or formal resolution process

Rights of the Complainant:

If you believe that you are being harassed or discriminated against, or you are a survivor of sexual violence, you have the right to:

- meet with a member of the HRO to raise or discuss matters under the applicable policies and procedures,
- file an informal complaint to be dealt with through the informal resolution process by way of alternative dispute resolution,
- file a formal complaint to be dealt with through the applicable formal resolution process,
- have the matter dealt with promptly, without fear of embarrassment or reprisal,
- have a person of your choice, including a representative from your Union or Association or a student advocate, accompany you during the process,
- be informed about the progress of the matter,
- be treated fairly,
- be informed of the type of corrective measures that will result from the matter.

Rights of the Respondent:

If you are the individual against whom allegations have been made under *Policy 67a* or *Policy 67b*, you have the right to:

- meet with a member of the HRO,
- be informed of the matter and the identity of the Complainant and be given a written statement of the official allegations, and the opportunity to respond to them,
- have a person of your choice, including a representative from your Union or Association or a student advocate, accompany you during the process,
- be informed about the progress of the matter,
- be treated fairly,
- be informed of the type of corrective measures that will result from substantiated allegations. measures that will result from substantiated allegations

Support Person:

If you wish to have a person, including a representative from your Union or Association or a student advocate, accompany you during the informal or formal resolution process, the role of the support person is to:

- provide moral support, keeping in mind that the Complainant and the Respondent are responsible for expressing their own thoughts and feelings, and for full disclosure of information related to the allegations,
- support the investigator's objective of conducting a full, fair and impartial investigation.

If the matter goes to investigation, the investigator may terminate or postpone the interview if the behaviour of the support person is deemed inappropriate. Any costs associated with the attendance of a support person shall be borne by the Complainant or the Respondent, as the case may be. It is also important to note that the support person cannot be a witness in the investigation.