

ATTACHMENT #2 – AMS SEXUAL VIOLENCE POLICY (POLICY I-17)**Number & Title:**

I-17: AMS Sexual Violence Policy

Effective Date:

September 23, 2019

Approved Date:

August 21, 2019

Policy Type:

Internal Policy

Review Date:

This Policy shall be reviewed every two years.

Responsible Body:

Executive Committee

Authority:

AMS Bylaw 5, Section 1(f)

WorkSafeBC: OHS Regulations 4.24 - 4.31 and OHS Policies R4.27-1 to R4.31-1

Purpose and Goals:

This policy is designed to affirm AMS's zero tolerance for Sexual Violence and to provide procedures for investigations of Sexual Violence.

The AMS is responsible for maintaining a safe environment where its members and staff can pursue educational, social, and personal matters without concerns of Sexual Violence. The AMS prohibits and will not tolerate Sexual Violence and is committed to educating and holding community members to these standards.

Applicability:

This policy is applicable to all AMS Active Members, as defined by AMS Bylaw 2, Section 1(a), 'Members', and AMS Staff, as defined below. This policy is also applicable to all non-AMS Members, as defined below.

Exclusions:

There are no exclusions.

Definitions:

1. **“Sexual Violence”**: any unwanted sexual act or acts targeting an individual’s sex, sexual identity, gender identity or expression, whether the act is physical, verbal, or psychological in nature, that is committed, threatened or attempted against an individual without that individual’s Consent. Sexual Violence includes, but is not limited, to the following:
 - a. an act which is a sexual offence or sexual assault under the Criminal Code of Canada;
 - b. sexual contact without the individual’s Consent;
 - c. sexual harassment or any unwelcome conduct or comment of a sexual nature, including threats of sexual assault;
 - d. stalking, or engaging in conduct that is unwanted and/or repeated that causes an individual to fear for their physical or psychological safety;
 - e. indecent exposure or exposing one’s body to another individual in a public place in a sexual context, for a sexual purpose, or coercing another individual to remove their clothing to expose their body, without their Consent;
 - f. viewing, photographing, or recording another individual without their Consent in a location where there is an expectation of privacy and where the viewing, photographing, or recording is done for a sexual purpose; and
 - g. distribution of photographs or recordings of a sexual nature of a person to one or more individuals without the Consent of the person in the photographs or recordings.
2. **“Consent” or “Consenting”**: the informed, enthusiastic, conscious, ongoing, and voluntary agreement to an act or acts and to continue to engage in the act or acts, which is communicated through words or conduct. The following list includes some considerations of Consent:
 - a. Consent is active, not passive – never assume an individual has provided Consent to an act or acts;
 - b. silence is not Consent;
 - c. Consent cannot be implied nor given in advance, and it can be revoked by any individual at any time during the act or acts in question;
 - d. Consenting to one kind of sexual activity does not mean that Consent is given for another sexual activity, and Consent only applies to each specific instance of sexual activity;

- e. Consent cannot be obtained if an individual is incapable of Consenting. For example, an individual may be incapable of Consenting if they are intoxicated or unconscious; and
 - f. Consent cannot be obtained if an individual is induced to engage in the activity by fraud, by someone exercising a position of trust, power, or authority, or through coercion or the threat of violence or any action the individual deems damaging to them.
3. **“Disclose” or “Disclosure”**: the publication or communication of an incident or incidents of Sexual Violence
 4. **“Report” or “Reporting”**: a formal, written statement of an incident or incidents of Sexual Violence by a Complainant to the AMS Ombudsperson or AMS Human Resources Manager with the intention and Consent for an Investigation to be initiated;
 5. **“Investigation”**: an investigation carried out by the AMS on the basis of a Report, as set out by the appropriate procedures laid out in this policy;
 6. **“Investigator”**: the individual responsible for the Investigation;
 7. **“Complainant”**: the individual who alleges they were subjected to Sexual Violence;
 8. **“Respondent”**: the individual alleged to have engaged in Sexual Violence;
 9. **“AMS Club”**: a subsidiary organization constituted as an ‘AMS Club’ by the AMS Operations Committee;
 10. **“AMS Staff”**: any individual who is an employee, volunteer, appointee, or contractor of the AMS;
 11. **“AMS Member”**: as defined by AMS Bylaw 2, Section 1(a), but limited to Active Members who are not also considered an AMS Staff;
 12. **“Non-AMS Member”**: any individual who is not considered an AMS Staff nor an AMS Member;
 13. **“Premises”**: AMS owned or operated spaces including, but not limited to the AMS Student Nest, constituency spaces, and AMS-run events.

A. Principles

1. The AMS will not tolerate Sexual Violence.
2. The AMS is committed to providing comprehensive, trauma-informed, survivor-centered, and intersectional education and support on Sexual Violence and its prevention.
3. The AMS recognizes and promotes a non-discriminatory intersectional education approach meaning that individual’s experiences are affected by a combination of factors such as their access to power and privilege, their sex, sexual identity, gender identity or expression, racialization, age, family status, religion, faith, ability, disability, national or ethnic origin, indigeneity, immigration status, socio-economic status, class, language, and other personal characteristics.

B. Limitations

1. For AMS Members:
 - a. Pursuant to Bylaw 2(2), this policy does not revoke or impact membership in the Society;
 - b. This policy may not prevent an Active Member from accessing AMS Services;
 - i. In the case of any corrective action, Active Members retain the right to access AMS Services upon request and accommodations must be made to ensure this is feasible.
 - c. Notwithstanding anything contrary in this Policy, any discipline of Active Members of the Society shall be done in accordance with AMS Code of Procedures and AMS Bylaws.
2. For AMS Staff:
 - a. Decisions and outcomes must be made in accordance with provisions of relevant collective agreements or terms and conditions of employment.
3. For Non-AMS Members:
 - a. Non-AMS Members may engage with this policy if the Respondent is an AMS Member or AMS Staff.
4. The AMS will not Disclose the name of the Complainant or Respondent except where sharing that information is necessary for the purposes of investigating the alleged incident of Sexual Violence or taking responsive measures in relation thereto or where Disclosure is required by law. In almost all complaints, the AMS will have to provide the Respondent and potential witnesses enough information about the complaint to allow them to give meaningful evidence. This often involves or results in the identification of the Complainant and/or Respondent.
 - a. All Reports, records, and decisions produced through the Investigation process are treated as confidential and personal information and are subject to AMS policies relating to the use and non-Disclosure of such information and the Personal Information Protection Act.
 - b. Any unauthorized breach of confidentiality will be treated seriously and may result in corrective action.
5. This policy does not preclude the option for any individual to access similar procedures or services through other organizations including, but not limited to, UBC's Sexual Assault and Other Sexual Misconduct Policy (Policy #131), UBC's Discrimination and Harassment (Policy #3), or the police.

C. Authorization

1. The appropriate body that will be responsible for reviewing and adjudicating is dependent on whether the Respondent is AMS Staff or an AMS Member.
 - a. AMS Council will be responsible for reviewing and adjudicating cases where the Respondent's supervisor is AMS Council, the Respondent is a voting member of AMS Council, or the Respondent is a student member of the UBC Board of Governors and/or the UBC Senate, who also holds a seat on AMS Council.
 - i. The Ombudsperson shall be assigned as the Investigator unless they are in a real or apparent conflict of interest;
 - ii. AMS Council will review the Investigation report from the Investigator *in camera* and render a decision on the balance of probabilities if Sexual Violence has occurred;
 - iii. In the case of real or apparent conflicts of interest, members of AMS Council shall recuse themselves from the process completely.
 - b. In all other cases, the body responsible for reviewing and adjudicating cases under this Policy will be in the case of AMS Members, (1) the AMS Operations Committee and in the case of AMS Staff, (2) the Managing Director or the President.
2. The Complainant and Respondent may request to have their case dealt with through the procedures laid out in the AMS Respectful Community and Workplace Policy.
 - a. Both parties must agree to have their case dealt with through the procedures laid out in the AMS Respectful Community and Workplace Policy.
3. The AMS prohibits retaliation, or threats of retaliation, against any individual for Disclosure or a Report under this policy or cooperating in an Investigation or request for a review of a decision.
 - a. Any act of retaliation on behalf of any party involved in an Investigation or review of a decision will result in appropriate corrective action.
4. The Operations Committee, the Managing Director, the President, or AMS Council are responsible for making a decision on the appropriate corrective action.
5. Any individual involved in an ongoing Investigation may make a request to the Investigator for necessary actions and/or accommodations to ensure their safety and/or comfort be made.
 - a. The Investigator will refer the request and relevant information to the appropriate individual or body to make a decision on taking necessary actions and/or provide accommodations to ensure safety.
 - i. The appropriate individual or body may request any additional information to be provided in order to make a decision on whether to take necessary actions or provide accommodations to ensure safety.
6. The AMS reserves the right to seek legal counsel on any matters concerning this policy.

D. Procedures

1. Disclosure

- a. The choice to Disclose and the choice to provide a Report are separate decisions.
 - i. an individual may choose to Disclose without filing a Report.
- b. A Disclosure does not initiate an Investigation;
- c. Disclosures are to be treated as confidential, to the maximum extent possible, and the privacy of the individual making the Disclosure will be respected;
- d. The AMS Sexual Assault Support Centre provides free and confidential crisis and short-term emotional support to any individual of all genders.

2. If the Respondent is an AMS Member:

a. Reporting

- i. An individual wanting to submit a Report where the Respondent is an AMS Member should submit the Report to the Ombudsperson or Human Resources Manager;
 1. the Report must be made in writing, but the Ombudsperson or the Human Resources Manager has the discretion to defer or waive this requirement at the Complainant's request;
 - a. the Ombudsperson or Human Resources Manager's notes of the Report, when the requirement of the Report being made in writing has been deferred or waived, will suffice as a formal notice to initiate an Investigation;
 - b. the Report should include the relevant information to the incident.
 2. for an Investigation to be initiated, the Ombudsperson or the Human Resources Manager must have Consent of the Complainant and inform them about the corrective actions that can be taken;
 3. the Ombudsperson or Human Resources Manager shall make reasonable efforts to ensure that the Complainant feels comfortable submitting a Report in person, including but not limited to, allowing the Complainant to bring an individual or support animal for support;
 4. the AMS Sexual Assault Support Centre is available to provide the Complainant with assistance in preparing the Report.
- ii. After a Report has been submitted to the Ombudsperson or the Human Resources Manager:
 1. the Ombudsperson will be assigned as the Investigator;

- a. in the case where the Ombudsperson is in a real or apparent conflict of interest, the Human Resources Manager will be the Investigator;
 - i. in the case where the Human Resources Manager is in a real or apparent conflict of interest, the AMS Operations Committee will assign an Investigator.
2. the Investigator will inform the Complainant about the Investigation process and resources available to them;
3. the Investigator will notify the Respondent to inform them that a Report has been submitted and provide them with information regarding the Investigation process and resources available to them.

b. Investigations

- i. The Investigator will conduct their investigation fairly and perform their responsibilities in a manner that is impartial;
- ii. The Investigator may carry out the Investigation in any manner they deem appropriate, within the limits of this policy. This may include, but is not limited to, the following:
 1. meeting with or requesting further information from the Complainant;
 2. meeting with or requesting further information from the Respondent;
 3. meeting with or requesting further information from any other individuals who may have information relevant to the Investigation; and
 4. obtaining any other evidence that may be relevant to the Investigation.
- iii. Investigations should be completed within forty-five (45) days of the receipt of the Report;
 1. if the Investigator does not believe they can complete the Investigation within the 45-day timeline, the Investigator will inform the Complainant and the Respondent about the revised timeline of the Investigation.
- iv. The Complainant and Respondent may provide submissions to the Investigator at any point during the Investigation.
- v. Upon completion of the Investigation, the Investigator shall prepare an Investigation report with a summary and findings of the Investigation

along with a recommended course of action, to be submitted to the AMS Operations Committee.

1. The Investigation report prepared by the Investigator must ensure the confidentiality and privacy of all individuals involved in the Investigation and their identities, to the greatest extent reasonably possible.
- vi. Both the Complainant(s) and the Respondent(s) shall receive a copy of the Investigation report seven (7) days prior to the meeting of the AMS Operations Committee in which the Investigation report will be presented. The Investigation report will be redacted, as required, to comply with privacy obligations.

c. Decisions and Outcomes

- i. The AMS Operations Committee will review the Investigation report *in camera* and render a decision on whether on the balance of probabilities Sexual Violence has occurred or not.
- ii. In the case of real or apparent conflicts of interest, members of the AMS Operations Committee shall recuse themselves from the adjudication process completely.
- iii. If, upon review of the evidence and findings of the Investigation report, the AMS Operations Committee concludes that on the balance of probabilities that Sexual Violence has occurred, they may impose corrective actions on the Respondent.
 1. if the AMS Operations Committee decides that the Respondent is to be banned from the Premises, the Deputy Ombudsperson is responsible for providing a notice and letter of prohibition of entry to the Respondent;
 2. if the AMS Operations Committee decides that the Respondent is to be banned from AMS Clubs, the Deputy Ombudsperson is responsible for providing a notice and letter of expulsion from AMS Clubs to the Respondent;
 - a. if the Respondent is a member of any AMS Club during their expulsion, the Respondent will not be provided with a refund of their AMS Club membership fees.
- iv. If, upon review of the evidence and findings of the Investigation report, the AMS Operations Committee concludes that on the balance of probabilities that Sexual Violence has not occurred, they must ensure that there are resources and support provided to the Complainant and Respondent.

1. Resources and support can include referrals to AMS and UBC Services, along with any further reasonable accommodations.
- v. The Investigator is responsible for informing both the Complainant and Respondent about the decision in writing.
 1. if the Respondent has been prohibited from entering the Premises, the Investigator is responsible for providing notice to the AMS Building Operations, including the Respondent's appearance, name, and prohibition of entry;
 2. if the Respondent has been expelled from AMS Clubs, the Investigator is responsible for providing a notice that will go to the AMS Building Operations about the Respondent's identity, and their expulsion from AMS Clubs;
 3. The Investigator may not inform the Complainant about the specific corrective actions imposed on the Respondent unless it is necessary in order to ensure the safety of the Complainant.
- vi. Files will be maintained by the Human Resource Department for a period of fifty (50) years.

d. Review of Decision

- i. Requests for a review of a decision must be submitted to the Ombudsperson, and shall include:
 1. any pertinent evidence;
 2. a brief statement explaining any change in circumstances and grounds for appeal.
- ii. The Ombudsperson will forward requests for a review to the AMS Operations Committee, along with the original files from the case.
- iii. The AMS Operations Committee will review the request and reach a decision, which will be delivered to the individual requesting for review and other parties whose rights may be affected by the review in a brief statement outlining the reason for the decision.

3. If the Respondent is an AMS Staff:

a. Reporting

- i. An individual wanting to submit a Report where the Respondent is an AMS Staff should make them to the Human Resources Manager or the Ombudsperson;
 1. the Report must be made in writing and should include the relevant information to the incident but the Ombudsperson or the

Human Resources Manager has the discretion to defer or waive this requirement at the Complainant's request;

- a. the Ombudsperson or Human Resources Manager's notes of the Report, when the requirement of the Report being made in writing has been deferred or waived, will suffice as a formal notice to initiate an Investigation;
 - b. the Report should include the relevant information to the incident.
2. for an Investigation to be initiated, the Human Resources Manager or the Ombudsperson must have the Consent of the Complainant and inform them about the corrective measures that can be taken;
 3. the Ombudsperson or Human Resources Manager shall make reasonable efforts to ensure that the Complainant feels comfortable submitting a Report in person, including but not limited to, allowing the Complainant to bring an individual or support animal for support;
 4. the AMS Sexual Assault Support Centre is available to provide the Complainant with assistance in preparing the Report.
- ii. After a Report has been submitted to the Human Resources Manager or the Ombudsperson:
1. the Human Resources Manager shall be assigned as the Investigator;
 - a. in the case where the Human Resources Manager is in a real or apparent conflict of interest, the Ombudsperson will be the Investigator;
 - i. in the case where the Ombudsperson is in a real or apparent conflict of interest, the Managing Director will assign an Investigator;
 1. in the case where the Managing Director is in a real or apparent conflict of interest, the President will assign an Investigator;
 - a. in the case where the President is in a real or apparent conflict of interest, AMS Council will assign an Investigator.
 2. the Investigator will inform the Complainant about the Investigation process and resources available to them;

3. the Investigator will contact the Respondent to inform them that a Report has been submitted and provide them information regarding the Investigation process and resources available to them.

b. Investigations

- i. The Investigator will conduct their investigation fairly and perform their responsibilities in a manner that is impartial;
- ii. The Investigator may carry out the Investigation in any manner they deem appropriate, within the limits of provisions in this policy, in the circumstances. They may include, but not limited to, the following:
 1. meeting with or requesting further information from the Complainant;
 2. meeting with or requesting further information from the Respondent;
 3. meeting with or requesting further information from any other individuals who may have information relevant to the Investigation; and
 4. obtaining any other evidence that is be relevant to the Investigation.
- iii. Investigations should be completed within forty-five (45) days of the receipt of the Report from the Complainant;
 1. if the Investigator does not believe they can complete the Investigation within the 45-day timeline, the Investigator will inform the Complainant and the Respondent about the revised timeline of the Investigation.
- iv. The Complainant and Respondent may provide submissions to the Investigator at any point during the Investigation.
- v. Upon completion of the Investigation, the Investigator shall prepare an Investigation report with a summary and findings of the Investigation, along with a recommended course of action, to be submitted to the Managing Director.
 1. The Investigation report prepared by the Investigator must ensure the confidentiality and privacy of all individuals involved in the Investigation and their identities, to the greatest extent reasonably possible.
- vi. Both the Complainant(s) and Respondent(s) shall receive a copy of the Investigation report seven (7) days prior to the Investigation report being

presented to the Managing Director. The Investigation report will be redacted, as required, to comply with privacy obligations.

c. Decisions and Outcomes

- i. The Managing Director will review the Investigation report from the Investigator and render a decision on whether on the balance of probabilities Sexual Violence has occurred or not.
 1. if the Managing Director is in a real or apparent conflict of interest, the President shall review and adjudicate the Investigation.
 - a. If the President is in a real or apparent conflict of interest, AMS Council shall review and adjudicate the Investigation.
- ii. If, upon review of the evidence and findings of the Investigation report, the Managing Director, the President, or AMS Council concludes on the balance of probabilities that Sexual Violence has occurred, they may impose corrective actions on the Respondent, up to and including summary termination of the Respondent's employment.
- iii. If, upon review of the evidence and findings of the Investigation report, the Managing Director, the President, or AMS Council concludes on the balance of probabilities that Sexual Violence has not occurred, they must ensure that there are resources and support provided to the Complainant and Respondent.
 1. Resources and support can include referrals to AMS and UBC Services, along with any further reasonable accommodations.
- iv. The Investigator is responsible for informing both the Complainant and Respondent about the decision in writing.
 1. The Investigator may not inform the Complainant about the specific corrective actions imposed on the Respondent unless it is necessary in order to ensure the safety of the Complainant.
- v. Files will be maintained by the Human Resource Department for a period of fifty (50) years.

Consultations:

The groups/individuals consulted on this Policy have been:

AMS Policy Advisor, AMS Sexual Assault Support Centre, AMS Human Resources Manager, AMS Legal Counsel, AMS Council, AMS Executive Committee, Panhellenic Council, Interfraternity Council, Constituencies, Student Resource Groups, AMS Clubs, AMS Managing Director, AMS Archivist.

History:

N/A

Related Policies:

I-18: Respectful Community and Workplace Policy

Appendix/Appendices:*Appendix A: Summary Guide on the AMS Internal Policy on Sexual Violence*

“This policy is designed to affirm AMS’s zero tolerance for Sexual Violence and to provide procedures for investigations of Sexual Violence.

The AMS is responsible for maintaining a safe environment where its members and staff can pursue educational, social, and personal matters without concerns of Sexual Violence. The AMS prohibits and will not tolerate Sexual Violence and is committed to educating and holding community members to these standards.

Disclosures are taken seriously and are to be kept confidential, to the greatest extent possible. Any individual who chooses to Disclose may do so without initiating an Investigation. Any individual may also access the AMS Sexual Assault Support Centre to receive free and confidential crisis and short-term emotional support to any individual of all genders.

The AMS is committed to ensuring that confidentiality is kept to the greatest extent possible. The AMS will not Disclose the name of the Complainant or Respondent to any individual except where sharing that information is necessary for the purposes of investigating the alleged incident of Sexual Violence or taking responsive measures in relation thereto or where disclosure is required by law. In almost all complaints, the AMS will have to disclose to the Respondent and potential witnesses enough information about the complaint to allow them to give meaningful evidence. This often involves or results in the identification of the Complainant and/or Respondent. The expectation for those involved in the Investigation is that all parties will understand that confidentiality must be kept, and if broken, will be taken very seriously.

During the process of Reporting or an Investigation, parties may identify conflicts of interest on behalf of the Investigator or the individual receiving the Report. A real or apparent conflict of interest is where an individual improperly puts their interests above those of the Investigation. Biases, a prejudice in favor of one side, is considered a subset of conflict of interest. If a conflict of interest were identified on behalf of the Investigator’s part, they should recuse themselves.

If the Respondent is an AMS Member, which is any individual who is enrolled at UBC Vancouver and not an AMS Staff, the Complainant must provide the Report to the Ombudsperson or the Human Resources Manager. The Report must be made in writing and have the Consent of the Complainant to initiate an Investigation. After a Report is made, the

Ombudsperson will be assigned as the Investigator (unless there's a conflict of interest) who will conduct the Investigation and also inform the Respondent that a Report has been filed.

During the Investigation process, the Investigator must conduct their Investigation in a neutral and impartial manner and may request information they deem relevant and appropriate. The Investigation itself may take up to forty-five (45) days but can be extended if the Investigator needs an extension. During the Investigation process, the Complainant and Respondent may provide submissions they deem relevant to the Investigator. Once the Investigation has been completed, the Investigator will provide a copy of the Investigation report to the Complainant and Respondent seven (7) days before the meeting of the Operations Committee in which the Investigation report will be presented. The Investigation report prepared by the Investigator must ensure the confidentiality and privacy of all individuals involved in the Investigation and their identities, to the greatest extent reasonably possible.

After the Investigation has been completed, the Operations Committee will be presented the Investigation report along with a recommended course of action by the Investigator. The Operations Committee is a seven (7) person panel and it will decide on a balance of probabilities whether Sexual Violence has occurred or not based on the Investigation report. Once a decision is made, the Investigator is responsible for informing both the Complainant and the Respondent of the decision.

If the Operations Committee decides that Sexual Violence has occurred, they may decide to move forward with corrective action. This may include banning the Respondent from the Premises, which includes the AMS NEST, and/or banning the Respondent from AMS Clubs.

If the Operations Committee decides that Sexual Violence has not occurred, they must ensure that resources and support are to be provided to the Complainant and Respondent, and this may include referrals to AMS Services or further reasonable accommodations.

To request a review of the decision after corrective actions have been imposed, the party seeking a review must submit to the Ombudsperson any new pertinent evidence along with a brief statement explaining any change in circumstances and grounds for a review of the decision. This report will be forwarded to the Operations Committee, in which they will decide if the new pertinent evidence has changed the circumstances of the original case and warrants a change in of the original decision.

If the Respondent is an AMS Staff, which is any individual who is an employee, volunteer, appointee, or contractor of the AMS (if someone is an AMS Active Member but works for the AMS, they are considered an AMS Staff), the Complainant must provide the Report to the Human Resources Manager or the Ombudsperson. The Report must be made in writing to and have the Consent of the Complainant to initiate an Investigation. After a Report is made, the Human Resources Manager will be assigned as the Investigator (unless there is a conflict of interest) who will conduct the Investigation and inform the Respondent that a Report has been filed.

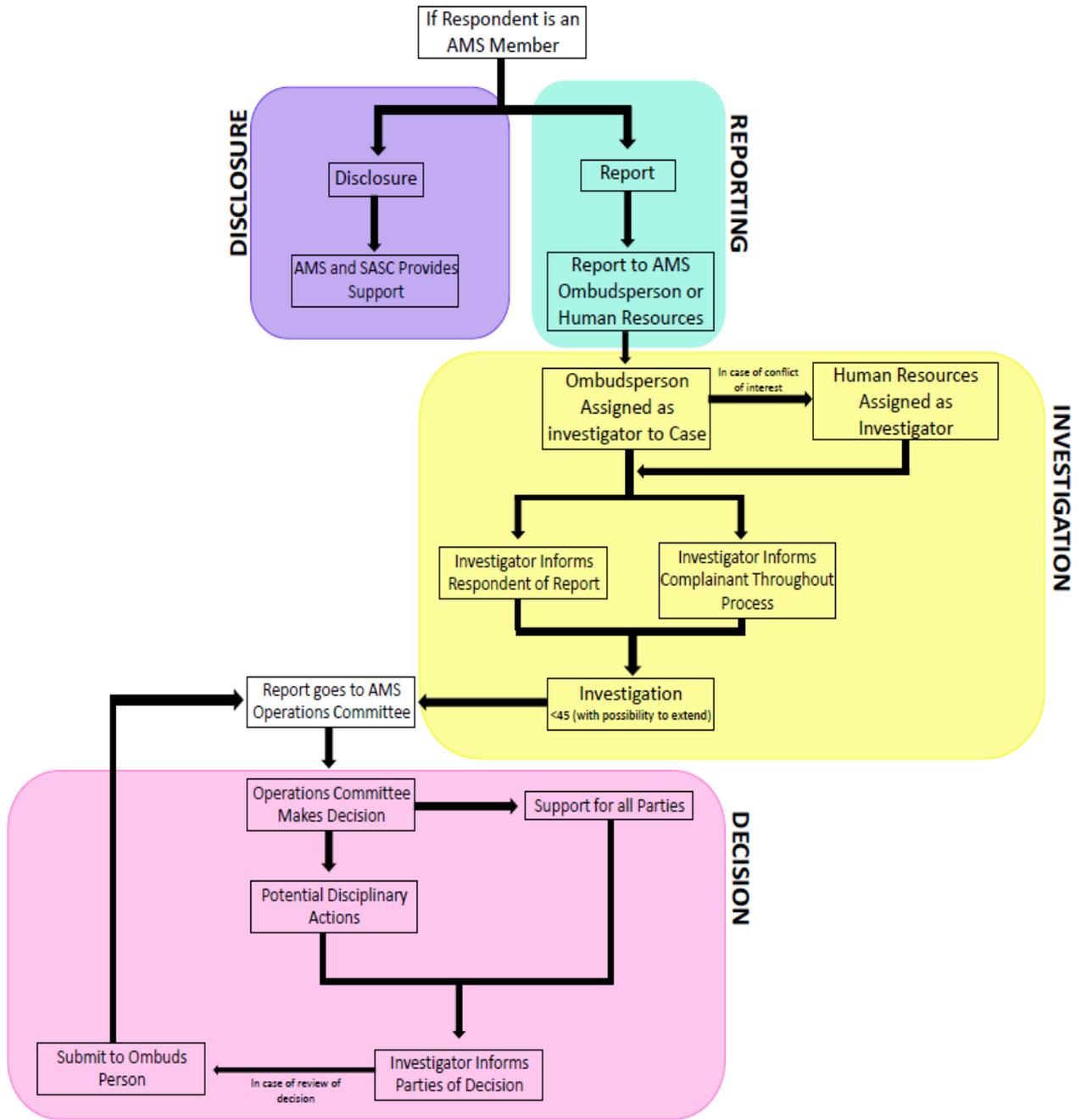
During the Investigation process, the Investigator must conduct their Investigation in an impartial manner and may request for information they deem relevant and appropriate. The Investigation itself may take up to forty-five (45) days but can be extended if the Investigator needs an extension. During the Investigation process, the Complainant and Respondent may provide submissions they deem relevant to the Investigator. Once the Investigation has been completed, the Investigator will provide a copy of the Investigation report to the Complainant and Respondent seven (7) days before presenting the Investigation report to the Managing Director. The Investigation report prepared by the Investigator must ensure the confidentiality and privacy of all individuals involved in the Investigation and their identities, to the greatest extent reasonably possible.

After the Investigation has been completed, the Managing Director will be presented the Investigation report along with a recommended course of action by the Investigator. The Managing Director will decide on a balance of probabilities whether Sexual Violence has occurred or not based on the Investigation report. In the case of a conflict of interest, the President will take the place of the Managing Director in making a decision. Once a decision is made, the Investigator is responsible for informing both the Complainant and the Respondent of the decision.

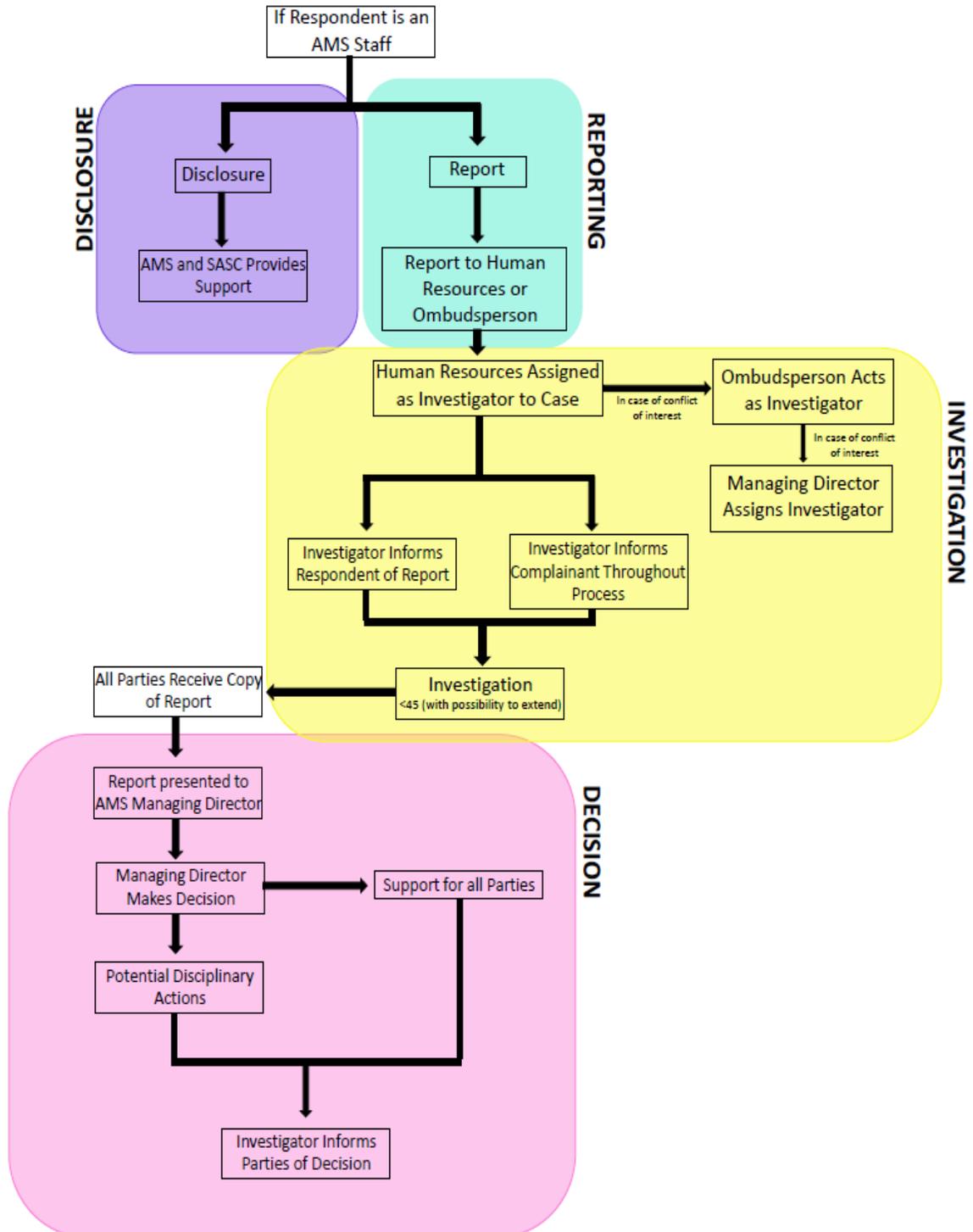
If the Managing Director decides that Sexual Violence has occurred, they may decide to move forward with corrective action, up to and including termination of employment.

If the Managing Director decides that Sexual Violence has not occurred, they must ensure that resources and support are to be provided to the Complainant and Respondent, and this may include referrals to AMS Services or further reasonable accommodations.”

Appendix B: Summary Flowchart if the Respondent is an AMS Member



Appendix C: Summary Flowchart if the Respondent is an AMS Staff



ATTACHMENT #3 – AMS SEXUAL VIOLENCE REPORT FORM

This form should be used to report a complaint and start an investigation under the AMS Sexual Violence Policy. The form should be completed as soon as possible after an incident of Sexual Violence has occurred.

Once completed, please submit the form to the AMS Ombudsperson (ombudsperson@ams.ubc.ca) or the AMS H.R. Manager (praneetsandhu@ams.ubc.ca) as set out in AMS’s Sexual Violence Policy.

If you wish to disclose Sexual Violence but not want to make a report and begin an investigation, the AMS’s Sexual Assault Support Centre (SASC) is a service that provides safe, free, and confidential crisis and short-term emotional support to any individual of all genders.

SASC can also assist you with completing this form. SASC can be contacted at:

Sexual Assault Support Centre	
Phone:	604-827-5180
Email:	sasc@ams.ubc.ca
Website:	amssasc.ca

This form will be treated in accordance with the AMS Sexual Violence Policy and the AMS Privacy Policy. The AMS will not disclose information on this form to any person except where disclosure is necessary for the purposes of investigating the complaint or taking responsive measures in relation thereto or as otherwise permitted by the Sexual Violence Policy. In almost all complaints, AMS will have to disclose to the party being accused of violence and potential witnesses enough information about the complaint to allow them to give meaningful evidence. This may involve or result in the disclosure of information in this form. If you have any questions about the collection or disclosure of this information, please contact the AMS Ombudsperson (ombudsperson@ams.ubc.ca) or the AMS H.R. Manager (praneetsandhu@ams.ubc.ca).

SECTION A: YOUR INFORMATION	
First name:	Last name:
Contact information:	

SECTION B: INFORMATION ABOUT THE INDIVIDUAL YOU ARE REPORTING		
First name:	Last name:	
Are they (select all that apply):		
<input type="checkbox"/> AMS Member (i.e. UBC Student)	If known, what organization or group(s) is this person affiliated with?	

	AMS Staff (i.e. works for in AMS)	If known, what is their job, title, or department?
	Background Unknown	
Additional Information		
How do you know the individual?		
Do you have any contact information for them (i.e. email address, phone number, etc.)?		

SECTION C: INCIDENT INFORMATION	
Date of incident(s):	Time of incident(s):
Name(s) and contact information of any witnesses:	
Please describe the incident below (you do not need to provide full details for the purpose of submitting this Report):	
<i>The investigator may contact you if they require more information.</i>	

AMS prohibits retaliation for filing a Report. If you are intimidated, threatened, or harassed as a result of completing this Report please immediately contact the entity to whom you submitted the Report – i.e. either the AMS Ombudsperson or AMS Human Resources Manager. In addition:

- For health and support, please contact AMS SASC.
- If there is any concern about your safety, please contact the police.

By signing below, you confirm the following:

- I am submitting a Report of Sexual Violence to the AMS Ombudsperson or AMS Human Resources Manager, under the AMS’s Sexual Violence Policy.

- b) This Report will be used to begin an investigation of this alleged incident of Sexual Violence.
- c) The information provided by me in this form is true to the best of my knowledge and belief.

Your signature: _____

Date: _____