This report is to provide an informational update to the AMS Council on the progress of the implementation process for the Sexual Violence Policy (I-17) and Respectful Community and Workplace Policy (I-18).

In August 2019, the AMS Council approved the Sexual Violence Policy and Respectful Policy, effective September 23, 2019. As part of that approval, the AMS Council accepted a list of recommendations from the Sexual Violence Prevention and Respectful Environment Policy (“SVPREP”) Working Group. These recommendations were intended to provide clear steps that the AMS must take in order to conduct a strong and thorough implementation to the Sexual Violence Policy and Respectful Policy.

In September 2019, the Executive Committee approved the creation and terms of reference of the Sexual Violence Policy and Respectful Policy Implementation (“SVRPI”) Working Group. The SVRPI Working Group is intended to coordinate...
the various AMS departments’ efforts on the implementation of the two policies. As part of the SVRPI Working Group’s work, it has created an implementation plan ("the Year Plan") that is intended to be completed between September 23, 2019 and September 23, 2020.

Within the Year Plan, the SVRPI Working Group identified five core areas for the implementation of the two policies. These five core areas are:

1. Compliance & Integration;
2. Education;
3. Communication & Awareness;
4. Resourcing;
5. Assessment.

The Compliance & Integration core area is intended to cover items that will need to be completed for the two policies to meet minimum threshold to be in effect.

The Education core area is intended to cover items that will need to be completed for the UBC community to better understand how to respond to incidents of Sexual Violence, Bullying and Harassment, Discrimination and Violence. In addition, this core area will complete tasks that will allow the AMS to develop training and onboarding modules that will improve the efficacy of our investigations.

The Communication & Awareness core area is intended to cover items that will need to be completed for the UBC community to better understand the processes laid out in the Sexual Violence Policy and Respectful Policy. This core area will cover tasks such as developing promotional materials that will be catered to the general public and high-risk groups, such as AMS Clubs and Constituencies. In addition, this item will create a brand for the Ombuds Office to develop a better institutional presence on campus.

The Resourcing core area is intended to cover items that will need to be completed for the AMS to develop proper resources to handle the implementation and cases in the future. This includes creating a feedback and engagement loop for community members to provide their thoughts on the implementation process so far and the efficacy of the two policies. In addition, this core area will include tasks to set up structures that will allow the AMS to evaluate the different types of cases it sees and evaluate the issues.

The Assessment core area is intended to cover items that will need to be completed for the SVRPI Working Group to conduct regular reviews of its progress. The intention from the SVRPI Working Group is to run quarterly reviews of its progress and the efficacy of the two policies. In addition, this core area will include tasks to review the Ombuds Office, which will go over topics such as compensation, qualification, structure, etc.

This update is intended to be the first of many. The SVRPI Working Group hopes to continue keeping the AMS Council and the community updated on its
progress as it works on the implementation of the Sexual Violence Policy and the Respectful Policy.
AMS Executive Committee
Sexual Violence and Respectful Policy Implementation Working Group Terms of Reference
(Revised August 2019)

Background
In July 2019, on the recommendation of the Sexual Violence Prevention and Respectful Environment Policy (“SVPREP”) Working Group, the AMS Council adopted the Sexual Violence Policy (I-17) and Respectful Community and Workplace Policy (I-18). Within the approval package, the SVPREP Working Group provided a final report with a list of seven recommendations that would be required to perform an effective implementation of the two policies.

The Sexual Violence and Respectful Policy Implementation (“SVRPI”) Working Group shall be tasked with coordinating the various AMS departments’ efforts in effectively implementing the two policies. The implementation of the two policies will look at completing the seven recommendations provided in the SVPREP Working Group final report, as well as any additional items such as communications, departmental compliance, etc.

Membership
The SVRPI Working Group will consist of the following members:

- the President, who shall be the Chair;
- the Vice-President Administration;
- the Sexual Assault Support Centre (“SASC”) Manager;
- the Communications and Marketing Manager;
- the Policy Advisor;
- the Human Resources Manager;
- the Chair of the Governance Committee;
- the Ombudsperson, who shall be non-voting.

Duties and Purpose
The SVRPI Working Group shall be tasked with:

- coordinating the various AMS departments’ efforts in effectively implementing the two policies;
- creating systems within relevant AMS departments to track specific data and metrics on the AMS’s work surrounding investigations, sexual violence, bullying and harassment, discrimination, and violence;
- communicating the two policies and the systems relevant to them to the UBC community;
• creating any additional support procedures and/or structures required to effectively implement the two policies;
• reviewing, in consultation with relevant stakeholders, the efficacy and implementation of the two policies and, if necessary, provide recommendations on policy changes.

Procedures and Progress Reporting

The SVRPI Working Group will have the flexibility to complete its work, but must adhere to the following procedures:

• the SVRPI Working Group shall keep a record of the actions taken towards effectively implementing the two policies;
• the SVRPI Working Group shall meet at the call of the Chair and the Chair shall provide a brief report on the progress of the SVRPI Working Group to the Executive Committee at least once a month;
• the Chair shall facilitate discussion and ensure the SVRPI Working Group and various AMS departments are completing their work in an efficient manner;
• the Chair shall be responsible for working with external stakeholders in coordinating sexual violence, bullying and harassment, discrimination, and violence prevention on campus;
• the Chair shall ensure that there are available mediums in which students and staff are able to provide feedback on the implementation of the two policies;
• the SVRPI Working Group shall prepare an annual report to AMS Council, detailing the steps taken to effectively implement the two policies along with data on investigations, disclosures, reports, etc.

Confidentiality and Records

To allow for open debate, creation of the best policies and procedures, and in the interest of transparency, the SVRPI Working Group shall keep all deliberations, discussions, and preliminary decisions in a summarized form that will be submitted as minutes of the SVRPI Working Group to the Executive Committee. Any discussions that arise that would reveal personal information shall not be included in the summaries. All actions, reports, and summarized minutes shall be made public to allow for proper consultation and open debate and discussion by the public.

Annual Reporting

The SVRPI Working Group shall prepare an annual report to AMS Council, detailing the steps taken to effectively implement the two policies. This annual report shall include metrics on the number of investigations, disclosures, reports, and completed cases taken in, as well as the types of cases. In addition, the annual report will provide recommendations on structural, policy, or procedural changes based on a review of the efficacy of the two policies. The SVRPI Working Group will compile a summary
of the feedback received on an annual basis of the efficacy of the two policies and the implementation process.

**Dissolution**

The SVRPI Working Group shall be dissolved upon completion of its duties and purpose. The Executive Committee and the SVRPI Working Group are responsible for determining whether the AMS has implemented the necessary structures for the two policies to be effective, regularly reported on their efficacy, and regularly reviewed.
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<tr>
<th>Task Name</th>
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<td>Hiring of Deputy Ombudsperson and Ombudsperson</td>
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<td>Key individuals receive procedural fairness training</td>
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<td>Key individual receive sexual violence/trauma-informed approaches training</td>
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<td>Initial communication to students and staff that policies are in effect</td>
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<td>Communicate to campus stakeholders about the policies and their procedures</td>
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<td>Implementation Quarter 4 Review</td>
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  - Update current online materials and information

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  - Develop adjudicator training module
  - Develop Indigenous trauma-informed approaches training module
  - Create a mediation and restorative justice training module
  - Expand bystander intervention training in AMS Club orientation to all Club Executives

- Implementation Quarter 3 Review
  - Develop a robust Constituency orientation
  - Update education/workshop materials
  - Develop and implement feedback and engagement loops
  - Create and implement materials for AMS Club and Constituency leaders on disclosures, reports, and referrals

- Implementation Quarter 4 Review
  - Hiring of Deputy Ombudsperson and Ombudsperson
  - Communicate to campus stakeholders about the policies and their procedures
  - Develop and implement a list of FAQs
  - Create and implement brochures explaining the new processes

- Implementation Quarter 5 Review
  - Communicate to campus stakeholders about the policies and their procedures

- Implementation Quarter 6 Review
  - Develop and implement data tracking software for the SASC and Ombuds Office
  - Develop and implement a list of FAQs
  - Create and implement brochures explaining the new processes

- Implementation Quarter 7 Review
  - Create and implement materials for AMS Club and Constituency leaders on disclosures, reports, and referrals
  - Expand bystander intervention training in AMS Club orientation to all Club Executives

- Implementation Quarter 8 Review
  - Review Policy I-12 to include the Clubs Experience Survey

- Implementation Quarter 9 Review
  - Create terms of reference for the Policy Review Committees
  - Create a structured onboarding program

- Implementation Quarter 10 Review
  - Implementation Quarter 11 Review
  - Implementation Quarter 12 Review