

AMS Executive Committee

Sexual Violence and Respectful Policy Implementation Working Group Terms of Reference

(Revised July 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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