



HUMAN RIGHTS POLICY: PROCEDURES & GUIDELINES FOR HANDLING COMPLAINTS

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Procedure Sponsor:	VP, Student Affairs and Campus Life	Last Revised:	June 2013
Administrative Responsibility:	Diversity and Human Rights Services	Review Scheduled:	April 2018
Approver:	President's Executive Committee		

A. PURPOSE

Mount Royal is committed to creating a supportive working and learning environment that is free from Discrimination and Harassment and will establish policy guidelines and a fair resolution process.

B. PROCEDURES

1. SUPPORT SERVICES

- 1.1 If at any time counselling is required, students may seek the counselling services of Mount Royal's Student Counselling Services in the Wellness Centre.
- 1.2 Employees may seek counselling services through the Employee and Family Assistance Program (see Mount Royal's Human Resources website.)

2. GUIDELINES FOR INDIVIDUALS REQUESTING ACCOMMODATION

- 2.1 These guidelines do not apply to students who require academic accommodations related to a disability. Refer to Academic Accommodation for Students Experiencing Disabilities policy and accompanying procedures.
- 2.2 Individuals seeking accommodation under the Human Rights Policy may direct their request to the following individuals or departments:
 - a. Diversity and Human Rights Advisor;
 - b. Human Resources; and/or,
 - c. The individual or department responsible for providing the requested accommodation. This may be a supervisor, a course instructor or a service provider (e.g., Recreation, Residence Services, Advising, Facilities Planning, Registrar's Office).
- 2.3 Individuals requesting accommodation may be required to provide relevant and appropriate documentation to support their request. For example, medical documentation may be required to provide accommodation for an employee experiencing a disability.

- 2.4 Individuals requesting accommodations shall work with Mount Royal personnel to determine reasonable accommodation(s) based on their unique circumstances.
- 2.5 The assistance of Diversity and Human Rights Services is available at any point in the accommodation process.
- 2.6 If an individual believes they have not been reasonably accommodated or that they have experienced Discrimination, they may report their concern or Complaint according to the process outlined below.

3. GUIDELINES FOR RESPONDING TO A REQUEST FOR ACCOMMODATION

- 3.1 Individuals requesting accommodation should be provided an opportunity to discuss their accommodation request in a private and confidential setting.
- 3.2 The assistance of Diversity and Human Rights Services is available at any point in the accommodation process.
- 3.3 Documentation may not be necessary in all cases. Before requesting documentation from an individual requesting accommodation, University personnel shall consult with Human Resources and Diversity and Human Rights Services (in the case of an employee requesting an accommodation) or Diversity and Human Rights Services (in the case of a student requesting accommodation).
- 3.4 All medical documentation related to employees requesting accommodation shall be kept in Human Resources, in accordance with the relevant legislation and Mount Royal privacy policies.
- 3.5 All medical documentation related to students requesting accommodation shall be kept in Accessibility Services, in accordance with the relevant legislation and Mount Royal privacy policies.
- 3.6 Mount Royal has a duty to provide reasonable accommodation up to the point of Undue Hardship. A request for accommodation based on any of the thirteen grounds enumerated in the Human Rights Policy shall not be denied without first consulting the appropriate University personnel, including the Diversity and Human Rights Advisory and/or University Legal Services to ensure Mount Royal is upholding its statutory obligations.

4. GUIDELINES FOR REPORTING A CONCERN OR COMPLAINT

- 4.1 Employees and students who believe they have been subjected to Discrimination/Harassment have a role to play in stopping such behavior, and may proceed by reporting a concern or Complaint as soon as possible after the Discrimination/Harassment, but the right to report a Complaint will exist up to six (6) months after the most recent alleged incident.
- 4.2 In order to facilitate the resolution process, it is important that, where possible, the Complainant carefully records the dates, times, locations, witnesses (if any) and details of all incidents.
- 4.3 The Complainant must ensure that the Complaint is sincere and accurate. If a Complaint is not valid and the Complainant is found to have acted frivolously, vexatiously or maliciously, disciplinary action may be applied against the

Complainant. The confidential nature of the Complaint shall be respected by all individuals involved in the Complaint process.

5. PROCEDURES FOR HANDLING CONCERNS and COMPLAINTS

5.1 Informal Procedure

- a. If a Complainant wishes to voice a concern or proceed with a Complaint, they may take any of the following actions:
 - i. Express their concern immediately and directly to the person causing the Discrimination/Harassment, asking him/her to stop.
 - ii. Express their concern immediately and directly to their supervisor.
 - iii. Report the Complaint to Diversity and Human Rights Services.
 - iv. Report the Complaint to Confidence Line (see Mount Royal's website for further information and guidance).
- b. Diversity and Human Rights Services shall arrange a meeting with the Complainant as soon as possible to:
 - i. Hear the concern or Complaint.
 - ii. Provide the Complainant with a copy of Mount Royal's Policy.
 - iii. Explain the Policy and clarify what constitutes Discrimination/Harassment under the Policy.
 - iv. Identify and explain the formal and informal options available to the Complainant for resolution.
 - v. Present the Confidentiality and Protection of Privacy Notice, and the Informed Notice and Consent Forms.
- c. A representative of Diversity and Human Rights Services will explore with the Complainant a number of informal ways by which to resolve the concern or Complaint. These options may include but are not limited to:
 - i. Help the Complainant prepare an oral or written message to the Respondent.
 - ii. Take forward policy or procedural concerns to the appropriate personnel.
 - iii. Provide a targeted presentation to a specific group which includes the Respondent.
 - iv. Consult with appropriate members of the Mount Royal administration.
- d. If appropriate, a representative of Diversity and Human Rights Services shall meet with the Respondent to:

- i. Inform the Respondent that a Complaint has been lodged against them.
- ii. Provide the Respondent with a copy of Mount Royal's Policy.
- iii. Explain Mount Royal's Policy and clarify what constitutes Discrimination/Harassment under the Policy.
- iv. Identify and explain the formal and informal options available for resolution of the Complaint.
- v. Listen to the Respondent and, as appropriate:
 - Discover that there was a misunderstanding between the Complainant and the Respondent and clarify the situation;
 - Educate the Respondent, if necessary, with regard to what is considered to be inappropriate behaviour and receive assurance that such behaviour will not occur again. In the case of Complaints related to systemic discrimination by Mount Royal, provide recommendations and advice about changes that should be made to ensure Mount Royal policies and/or practices align with this Policy and the Alberta Human Rights Act.
- e. A representative of Diversity and Human Rights Services may offer mediation with the consent of both the Complainant and the Respondent.
- f. Employees, officials and members of the Mount Royal community will have access to the minimum amount of information necessary to perform their duties or roles at Mount Royal. The information will be provided on a confidential basis and the recipient of the information shall be informed of the Confidentiality and Protection of Privacy Notice provisions of the Human Rights Policy. Any person breaching confidentiality may be subject to disciplinary sanction or other appropriate action.
- g. The Complainant and Respondent are entitled to have a support person accompany them to any interviews related to this procedure.
- h. Meetings off campus with representatives of Diversity and Human Rights Services are discouraged. All meetings should be held on campus (at the discretion of the Diversity and Human Rights Advisor). However, if an off campus meeting is held, a second individual, as appointed by the Diversity and Human Rights Advisor, must be present.
- i. If, in the opinion of the Diversity and Human Rights Advisor, all attempts at informal resolution have failed or are deemed to be inappropriate, the Complaint, with the agreement of the Complainant, may be escalated to the Formal Procedure.
- j. Administrators or supervisors, including the Diversity and Human Rights Advisor, shall initiate a Complaint on behalf of the University when there is clear evidence of conduct that is in violation of this Policy and when there is no specific Complainant or no Complainant willing to submit a signed formal Complaint. The processing of a University-initiated Complaint may require that a case can be established without the

cooperation or participation of the person(s) who are the subject of the Discrimination or Harassment if they refuse to cooperate.

- k. If the Complainant or Respondent is not satisfied with the efforts of Diversity and Human Rights Services, either one or both of them may refer the matter to the Vice-President, Student Affairs and Campus Life.

5.2 Formal Investigation

- a. If the Complaint is referred to the formal procedure, the Diversity and Human Rights Advisor will request that the Complainant describe their Complaint on the Discrimination/Harassment Complaint Form and submit to the Vice-President, Student Affairs and Campus Life. If the Vice-President, Student Affairs and Campus Life is responsible for the Policy or practice, if the Complaint is directed at the Vice-President, Student Affairs and Campus Life, or if there is any conflict of interest on the part of the Vice-President, Student Affairs and Campus Life, the Complaint shall be referred to the Provost and Vice-President, Academic.
- b. On receipt of the written Complaint, the Vice-President, Student Affairs and Campus Life will send a copy to the named Respondent. If there is a Complaint of Systemic Discrimination related to an institutional policy or practice, the Respondent shall be the policy sponsor or department head responsible for the practice.
- c. The Vice-President, Student Affairs and Campus Life may employ any means deemed appropriate in the circumstances, subject to the principles of procedural fairness, to manage the Complaint. Such means may include, but are not limited to the following:
 - i. Implement educational or other relevant training or development for individuals or groups;
 - ii. Confirm interpretation and/or application of an existing policy or practice;
 - iii. Recommend revisions to policies or practices;
 - iv. Refer the matter to mediation or other alternative dispute resolution processes; and/or,
 - v. Refer the matter to investigation.
- d. If the Vice-President, Student Affairs and Campus Life refers the matter to investigation, they will designate an investigator (internal or external) and inform the Complainant and the Respondent of the identity of the investigator.
- e. The Complainant or the Respondent may object to the designated investigator on the grounds of conflict of interest or a reasonable apprehension of bias. An objection shall be substantiated in writing and submitted to the Vice-President, Student Affairs and Campus Life within five (5) business days of being informed of the identity of the investigator. The decision as to whether the objection is substantiated rests with the Vice-President, Student Affairs and Campus Life and is final.

- f. The investigator will investigate the Complaint and any matters arising from and relating to the Complaint (e.g., retaliation). The investigator may:
 - i. Interview or request written submissions from the Complainant and/or the Respondent and/or any other parties with relevant information;
 - ii. Gather documents relevant to the Complaint; and/or
 - iii. Employ any other means appropriate in the circumstances, subject to the principles of procedural fairness, to investigate the Complaint.
- g. In some cases, Complaints involving the same parties may be alleged under this Policy and Mount Royal's Personal Harassment policy. In these cases, separate investigations are not necessary. The investigator shall be instructed to investigate allegations under both policies.
- h. The Complainant and Respondent are entitled to have a support person accompany them to any interviews related to the investigation.
- i. Upon completion of the investigation, the investigator shall submit a report to the Vice-President, Student Affairs and Campus Life. The Vice-President, Student Affairs and Campus Life shall send a report of the findings of fact to the Complainant and to the Respondent.
- j. Within ten (10) business days of delivery of the investigator's report to the Vice-President, Student Affairs and Campus Life, the Complainant and the Respondent may submit a written response to the findings of fact to the Vice-President, Student Affairs and Campus Life.
- k. Upon review of the investigator's report and any written responses, the Vice-President, Student Affairs and Campus Life will determine if the Complaint is upheld or dismissed.
- l. If the Complaint is upheld, the Vice-President, Student Affairs and Campus Life shall authorize a remedy, which may include sanctions and/or other appropriate course of action.
- m. The Vice-President, Student Affairs and Campus Life will inform the Complainant and the Respondent of the decision in writing.
- n. All written records concerning the formal procedure of Human Rights Complaints will be kept in a separate confidential file maintained in the Diversity and Human Rights Services office. The information may be disclosed as required by law.
- o. Only the determination, including any relevant remedy, of the Vice-President, Student Affairs and Campus Life may become part of a student or employee record.

5.3 Appeal of Findings of Fact

- a. The Complainant or Respondent may appeal to the President findings of facts made by the Vice-President, Student Affairs and Campus Life on the following grounds only:

- i. That the investigator made a fundamental procedural error seriously prejudicial to the appellant; or
 - ii. The appellant has evidence to present that could not reasonably have been presented earlier.
- b. Sanctions and/or any other course of action taken as a result of the findings of facts are not subject to appeal. However, if discipline was imposed, employees may follow the grievance process set out in their relevant Collective Agreements. Students who are disciplined under the authority of this Policy may appeal their discipline under the appeal processes set out in the Code of Student Conduct.
- c. A notice of appeal shall describe:
 - i. A brief statement of the grounds on which the appeal is based;
 - ii. The argument which the appellant relies on to support the grounds of appeal;
 - iii. Particular references to the evidence in relation to the grounds of appeal or arguments;
 - iv. The nature of the relief sought by the appellant; and,
 - v. The appellant's current contact information.

The notice of appeal must be provided in writing and signed by the appellant and delivered to the President within fifteen (15) business days following the date on which the Vice-President, Student Affairs and Campus Life's decision was sent to the appellant.

- d. The evidence for the appeal may include the notice of appeal and any relevant notes, transcripts, or reports of the investigation. However, the President may also:
 - i. Affirming the finding of fact made by the Vice-President, Student Affairs and Campus Life;
 - ii. Setting aside the finding of fact made by the Vice-President, Student Affairs and Campus Life and modifying the finding of fact; or,
 - iii. Directing a new investigation, conducted by a new investigator. If a new investigation is ordered, the President shall manage the process according to the process set out in these procedures.

6. WORK, STUDY AND LIVING ENVIRONMENT REVIEW

- 6.1 The Division Head, in consultation with the relevant chair or department head, may initiate a review of the work, study and living environment in a department or unit in which multiple accusations of Discrimination or Harassment have been reported to Diversity and Human Rights Services. The purpose of such a review is to assist in the creation and maintenance of a healthy work, study and living environment, to enhance and improve the environment through education and awareness of

issues of Harassment and Discrimination, and to facilitate ongoing productivity and creativity in the workplace.

- 6.2 The Division Head may delegate responsibility for conducting a review to any internal or external person(s).
- 6.3 Any statements provided during a review shall be treated as confidential and shall not be used in any subsequent Complaint proceedings without the consent of the individual who provided the statement.
- 6.4 A review under this section is not a prerequisite to initiating a Complaint and shall not prevent any individual from proceeding with such a Complaint.
- 6.5 A written report of the review may be provided to the Division Head and may include recommendations which are consistent with the purposes of a review. Any such written report shall be treated as confidential. The Division Head, in consultation with the relevant chair or department head, shall determine:
 - a. To whom the report is provided.
 - b. What portion(s) of the report are to be provided.
 - c. Which, if any, of the recommendations shall be followed.
 - d. The Division Head shall consider the impact of the recommendations and will ordinarily consult with the affected department or unit and will give the department or unit the opportunity to respond to the recommendations.
 - e. The Division Head shall arrange for the implementation of those recommendations identified for action in consultation with appropriate personnel.

7. CONSULTATIONS

- 7.1 Members of the Mount Royal community, or those with concerns relating to a member of the Mount Royal community or a Mount Royal sanctioned program, event or activity, may consult with the Office of Diversity and Human Rights for information, advice, support and referrals relating to matters of accommodation, Discrimination or Harassment.
- 7.2 Such individuals may consult with the Office of Diversity and Human Rights anonymously. However, any information provided to the Office anonymously or in a consultation-only capacity will not be independently substantiated, further investigated or acted upon by the Office unless the Diversity and Human Rights Advisor determines that it would be appropriate to do so and initiates a Complaint.

C. DEFINITIONS

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| (1) Barrier: | is a structure, design, practice and/or criterion that prevents or impedes a person from accessing a facility or service. |
| (2) Bona Fide Educational Requirement(s): (BFER) | Bona Fide Educational Requirements are those requirements that a justifiable component of a program that may limit entry to, or completion of, a program or course. |

- (3) **Bona Fide Occupational Requirement(s): (BFOR)** Bona Fide Occupational Requirements are those requirements that are justifiable components of an occupation or specific job.
- (4) **Competing Rights:** In general, Competing Human Rights involve situations where parties to a dispute claim that the enjoyment of an individual or group's Human Rights and freedoms, as protected by law, would interfere with another's rights and freedoms. This complicates the normal approach to resolving a Human Rights dispute where only one side claims a Human Rights violation. In some cases, only one party is making a Human Rights claim, but the claim conflicts with the legal entitlements of another party or parties.
- (5) **Complainant:** the person who alleges his/her rights under the Human Rights Policy have been violated. Administrators or managers, including the Diversity and Human Rights Advisor, may also initiate a Complaint on behalf of the University when there is no specific Complainant or no Complainant willing to submit a signed formal Complaint.
- (6) **Complaint:** a statement by a Complainant seeking recourse pursuant to this Policy.
- (7) **Discrimination:** is defined as one or a series of unwanted behavior or communication in any form including by telephone and electronic format, directed towards an individual or members of an identifiable group because of a prohibited ground of Discrimination. Prohibited grounds of Discrimination, as identified by the Act, and at Mount Royal are (see Appendix 1):
- Race
 - Ancestry
 - Religious Belief
 - Physical Disability
 - Age
 - Marital Status
 - Family Status
 - Colour
 - Place of Origin
 - Mental Disability
 - Sexual Orientation
 - Source of Income
 - Gender
 - Gender Identity and Expression*
- *Gender Identity and Expression is not currently enumerated in the Act.
- However the Alberta Human Rights Commission has interpreted the enumerated ground of gender to protect individuals from Discrimination on the basis of gender identity and expression.

Discrimination is behavior which is may be rooted in prejudicial attitude. Discrimination is an act of differentiated treatment towards an individual as a member of a group or towards a group, which can disadvantage an individual or group. Discrimination often excludes an individual from a right or privilege to which he/she would otherwise be entitled.

Whether it is colleague to colleague, supervisor to subordinate, subordinate to supervisor, employee to student, student to employee, or student to student, Discrimination introduces a disruptive element into Mount Royal's environment which endangers the well-being and job performance or educational experience of the individual.

(8) Discriminatory Materials:

Discrimination/Sexual Harassment may also include the public display of Discriminatory Materials. Discriminatory Materials will be considered to include those items which contravene either:

(a) The Act, which states, in part:

"No person shall publish issue or display or cause to be published, issued or displayed before the public any statement, publication, notice, sign, symbol, emblem or other representation that:

(i) indicates Discrimination or an intention to discriminate against a person or a class of persons, or

(ii) is likely to expose a person or a class of persons to hatred or contempt because of the race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income or family status of that person or class of persons."

or,

(b) The Criminal Code of Canada which makes it an offence to display obscene material or pictures and states in part:

"For the purposes of this Act, any publication, a dominant characteristic of which is the undue exploitation of sex, or of sex and any one or more of the following subjects, namely, crime, horror, cruelty, and violence, shall be deemed to be obscene."

For procedures regarding the handling of Complaints concerning Discriminatory Materials, refer to the Offensive/Discriminatory Materials policy.

(9) Duty to Accommodate:

The Duty to Accommodate refers to the obligation of an employer or service provider to take measures to eliminate disadvantages to employees, prospective employees or clients that result from a rule, practice or physical Barrier that has or may have an adverse impact on individuals or groups protected under this Policy and the Act. Mount Royal has a

Duty to Accommodate to the point of Undue Hardship. In the Mount Royal context, the University is both an employer and a service provider and clients mean any student or other member of the community wishing to make use of our services or facilities (e.g., public members of Recreation or individuals attending a play). The Duty to Accommodate recognizes that true equality means respecting individual's different needs.

For more information about academic accommodations for students experiencing disabilities, please refer to Mount Royal's Academic Accommodation for Students Experiencing Disabilities policy.

(10) Harassment:

is a discriminatory practice, in the provision of educational and employment opportunities and related support services, to harass an individual on a prohibited ground of Discrimination. Harassment occurs when:

(a) submission to such conduct is made either explicitly or implicitly a term or condition of employment or of educational progress, and/or

(b) submission to or rejection of such conduct is used explicitly or implicitly for employment or assessment decisions affecting that individual employee or student, and/or

(c) such conduct has the effect of interfering with an employee's work performance or a student's educational experience, or creates an intimidating, hostile or offensive work or educational environment.

Harassment is behavior that is known or thought reasonably to be known as unwelcome. Harassment can include, but is not limited to remarks, jokes or actions which demean or humiliate another person and which deny individuals their dignity and respect. It is the impact of behaviour on the Complainant, subject to the reasonable person test, and not the intent of the Respondent, that defines the comment or conduct as Discrimination or Harassment.

(11) Human Rights:

Human Rights are inalienable, indivisible, universal entitlements codified in international and domestic law. In Canada, they are protected and interpreted through:

(a) The Canadian Charter of Rights and Freedoms.

(b) Provincial-territorial Human Rights legislation (e.g., Alberta's Human Rights Act).

(c) Decisions of tribunals and courts.

(d) Human Rights commission policy statements, interventions and other mandated functions.

(e) International law/instruments (ratified treaties, treaty body comments/ decisions, and international and other jurisdictional court decisions).

(12) Personal Harassment: Personal Harassment is conduct or comments which are intimidating, threatening, demeaning or abusive and may be accompanied by direct or implied threats to grade(s), status or job and is behaviour which is known or ought reasonably to be known as unwelcome. Personal Harassment concerns that do not relate to one of the thirteen grounds referred to in this Policy should be handled according the Mount Royal's Personal Harassment policy.

(13) Policy: means the Human Rights Policy

(14) Respondent: the person alleged to have violated the Human Rights Policy. In the case of Complaint of Systemic Discrimination related to an institutional policy or practice, the Respondent shall be the policy sponsor or department head responsible for the practice.

(15) Sexual Harassment: Sexual Harassment at Mount Royal is defined as any unwanted sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature.

Sexual Harassment is Discrimination on the basis of gender and is a contravention of the Act. Sexual Harassment can include, but it is not limited to the following behaviours:

- (a) unwanted touching or patting,
- (b) suggestive remarks or verbal abuse,
- (c) compromising invitations,
- (d) demands for sexual favours, or
- (e) sexual assault.

Mount Royal recognizes that some of the above may also constitute a criminal offence under the Criminal Code of Canada. Pursuing a Complaint under this Policy does not preclude an individual from reporting alleged criminal conduct to the appropriate authorities.

(16) Systemic Discrimination: Systemic Discrimination (also referred to as substantive or institutional Discrimination) is a pattern of behaviour, policies or practices that are part of an organization, and which create or perpetuate disadvantages related to one or more of the prohibited grounds of Discrimination as set out in the Act. In many cases, Systemically Discriminatory policies and practices seem neutral on their face but when applied equally to all result in differential treatment to a particular group.

- (17) **Undue Hardship:** Undue Hardship refers to unreasonable and excessive challenges for the institution which may include but are not limited to:
- (i) the financial cost of the accommodation(s) will hurt the viability of the institution; and/or
 - (ii) there is significant interference with the rights of others; and/or
 - (iii) there are health and safety concerns; and/or
 - (iv) the accommodation would compromise Bona Fide Educational or Occupational Requirements.
- (18) **Universal Access/
Universal Design:** Universal Access/Universal Design is an approach to the design of all products, processes, procedures, systems, structures and environments. The goal is to make these as usable as possible by as many individuals as possible, regardless of ability. "Universal" does not imply one solution for everyone; rather, it reflects an awareness of the unique nature of each individual as well as the need to accommodate differences. The aim is to create learning and working experiences to suit the individual and to maximize the individual's ability to progress.
- (19) **University:** means Mount Royal University

D. RELATED POLICIES

- Academic Accommodation for Students Experiencing Disabilities Policy
- Code of Conduct Policy
- Code of Student Conduct Policy
- Human Rights Policy
- Offensive/Discriminatory Materials Policy
- Personal Harassment Policy
- Safe Disclosure Policy
- Universal Access Policy

E. RELATED LEGISLATION

- *Alberta Freedom of Information and Protection of Privacy Act*
- *Alberta Health Information Act*
- *Alberta Human Rights Act*
- *Alberta Occupational Health and Safety Act*
- *Canadian Charter of Rights and Freedoms*

F. RELATED DOCUMENTS

- Academic Accommodation for Students Experiencing Disabilities Procedures
- Appendix 1 - Academic Accommodation for Students Experiencing Disabilities Policy: Authority for Academic Accommodation Decisions

- Appendix 2 - Academic Accommodation for Students Experiencing Disabilities Policy: Examples of Academic Accommodations by Type and Level
- Appendix 3 - Academic Accommodation for Students Experiencing Disabilities Policy: Flowchart – Faculty/Instructional Staff Receiving Accommodation Request
- Appendix 4 - Academic Accommodation for Students Experiencing Disabilities Policy: Flowchart – Student Requesting Accommodation
- Appendix 5 - Academic Accommodation for Students Experiencing Disabilities Policy: Sample of a Course Syllabus Statement
- Human Rights Policy: Guidelines and Procedures for Handling Complaints
- Appendix 1 - Human Rights Policy: Definitions for the Thirteen Grounds for Discrimination or Harassment Based on the Definitions Provided by the Alberta Human Rights Commission
- Appendix 2 - Human Rights Policy: Confidential and Protection of Privacy Notice
- Appendix 3 - Human Rights Policy: Informed Notice
- Appendix 4 - Human Rights Policy: Code of Personal Conduct
- Appendix 5 - Human Rights Policy: Human Rights Complaint Form
- Appendix 6 - Human Rights Policy: Competing Rights Framework
- Appendix 7 - Human Rights Policy: Flow Chart for Competing Rights Conciliation
- Collective Agreement between the Board of Governors of Mount Royal University and the Mount Royal Faculty Association
- Collective Agreement between the Board of Governors of Mount Royal University and the Mount Royal Staff Association
- Offensive/Discriminatory Materials Policy: Handling Offensive/Discriminatory Complaints Procedures

G. REVISION HISTORY

Date (mm,dd,yyyy)	Description of Change	Sections	Author (Position Title)	Approver (Position Title)
06/2013	NEW			