

 Policies & Procedures Manual	# Pages: Page 1 of 20	Policy Number: WS-01-14
	Approved by: President's Council	
Section: Workplace Safety and Health	Effective Date: January 18, 2021	
Title: Prevention of Sexual Violence Policy	Replaces: WS-01-14 (December 19, 2018)	

1 POLICY STATEMENT

University College of the North (UCN) is committed to promoting a safe educational and working environment for its students, faculty and staff and recognizes that this is essential to the functioning of the institution. UCN has a responsibility to maintain a respectful environment where its members can study and work free from concerns of sexual violence, to create and make available programs and resources to educate UCN community members on the prevention of sexual violence, and to provide information for its members regarding the resources and options available to those affected by sexual violence.

2 PURPOSE OF POLICY

The purpose of this policy is to confirm UCN's commitment to addressing sexual violence through survivor support and the appropriate handling of incidents of sexual violence. This policy ensures that those who disclose an incident(s) of sexual violence are given the opportunity to be heard and to have their rights and medical needs respected.

Sexual violence will not be tolerated. UCN will work to eliminate sexual violence through the dissemination of educational material and / or training programs to students, faculty and staff. UCN will provide support to survivors which may include referral to resources in the community.

This policy is intended to:

- outline commitments to raise awareness of sexual violence, including sexual violence through the use of social media or other forms of digital communications;
- prevent sexual violence and reduce the risk of sexual violence incidents;
- promote a culture of consent in which everyone has a responsibility to prevent sexual violence;
- respond to the needs of survivors for support and empowerment; and,
- outline the process for making reports or complaints to initiate investigation and adjudication processes on campus.

3 SCOPE

3.1 This policy applies to all members of the UCN community including: Governing Council, Learning Council, Council of Elders, employees, students, student association councils, contractors, suppliers of services and their employees, lessees/renters of space, individuals who are directly connected to any UCN initiatives, volunteers, and visitors.

3.2 This policy applies:

- 3.2.1 **On campus** – with respect to the adjudication of reports or complaints outlined in Part Two of this policy, the scope includes incidents of sexual violence where the respondent is a member of the UCN community and which take place on UCN land and premises either

rented or owned, or using UCN-owned or run property or equipment including, but not limited to, telephones, computers and computer networks.

3.2.2 **Off-campus** – with respect to the adjudication of reports or complaints outlined in Part Two of this policy, the scope includes incidents of sexual violence that occur off-campus where the respondent is a member of the UCN community and:

- when the incident is part of a UCN course or organized class activity;
- when the incident is part of a UCN event that has been defined as such; or,
- in exceptional circumstances, the potential consequences of the incident may adversely affect the complainant's course of learning, teaching or work at UCN.

3.3 In the event that a conflict arises between the provisions of this policy and any relevant collective agreement, the terms of the collective agreement prevail.

4 DEFINITIONS

4.1 **Adjudication** is the process of making an official decision after a report or complaint of sexual violence is made.

4.2 **Coercion and coerced** in the context of sexual violence, coercion is unreasonable and persistent pressure for sexual activity. A person may be coerced by the use of emotional manipulation, blackmail, threats to family or friends, or the promise of rewards or special treatment, to persuade that person to do something they do not wish to do, such as being sexual or performing particular sexual acts.

4.3 **Complainant** when a report or complaint is made under this policy for initiating an investigation/adjudication, the person filing the complaint is referred to as the complainant.

4.4 **Consent (as defined in the Criminal Code of Canada)** “is the voluntary agreement to engage in the sexual activity in question”. In the Criminal Code of Canada, age of consent is 16 years old.

Without limiting the foregoing, no consent is obtained where:

- i. the person submits or does not resist by reason of the application of force to the person or to someone other than the person;
- ii. the person submits or does not resist by reason of threats or fear of the application of force to the person or to someone other than the person;
- iii. the person submits or does not resist by reason of fraud or blackmail;
- iv. the person submits or does not resist by reason of the exercise of authority;
- v. the agreement is expressed by the words or conduct of someone other than the person;
- vi. the person is incapable of consenting to the activity due to age, consumption of drugs or alcohol, or due to some other mental or physical incapacity;
- vii. the accused induces the person to engage in the activity by abusing a position of trust, power or authority;
- viii. the person expresses, by words or conduct, a lack of agreement to engage in the activity; or,
- ix. the person, having consented to engage in sexual activity, expresses, by word or conduct, a lack of agreement to continue to engage in the activity.

4.5 **Disclose or Disclosure** means informing a member of the UCN community about an incident where they were subjected to sexual violence.

4.6 **First Responder** is an individual to whom the survivor initially disclosed. This could be a friend or UCN employee. They may be significantly affected by the disclosure of sexual violence and may also be in need of support.

4.7 **Gender identity** is a person's deeply felt internal and individual experience of gender. Gender refers to a system of classifying people, often based on their assigned sex. Gender identity is not

restricted to classifying a person as “man” or “woman” and can include a broader spectrum of identities.

The division of gender into masculine or feminine is often referred to as a binary classification or the gender binary.

Gender identity should not be confused with, or considered part of, sexual orientation. A person’s sexual orientation refers to the potential for emotional, intellectual, spiritual, intimate, romantic, and/or sexual interest in other people, often based on their sex and/or gender. This is also known as attraction and may form the basis for aspects of one’s identity (e.g. lesbian, gay, bisexual, transsexual, queer or questioning, asexual, heterosexual, etc.), and/or behaviour.

- 4.8 **Gender expression** is the way a person presents and communicates gender. Gender can be expressed through clothing, speech, body language, hairstyle, or voice. It is also expressed by emphasizing or de-emphasizing bodily characteristics or behaviours that are associated with masculinity and femininity. The ways in which gender is expressed are culturally specific and may change over time.
- 4.9 **Person Accused** is a person who has been accused of committing sexual violence. They are referred to as a respondent when a report or complaint is made against them under this policy.
- 4.10 **Procedural fairness** provides parties with a fair process in resolving disputes and requires transparency, equal communication and fairness.
- 4.11 **Progressive Discipline** are a range of sanctions available to decision makers in determining how to appropriately address an incident. They will consider a respondent’s disciplinary history, the severity of the incident and the impact of the incident when determining sanctions.
- 4.12 **Rape Culture** is a culture in which dominant ideas, social practices, media images, and societal institutions implicitly or explicitly condone sexual assault by normalizing or trivializing sexual violence and by blaming survivors for their own abuse.
- 4.13 **Report or Complaint** means a report of an incident of sexual violence for the purposes of initiating investigation/adjudication on or off campus.
- 4.14 **Respondent** when a report or complaint is made under this policy for initiating an investigation/adjudication, the person accused and whom the complaint is made against is referred to as the respondent.
- 4.15 **Sexual Assault** is any act of a sexual nature imposed by one person upon another where consent is not first obtained. It is characterized by a wide range of sexual acts carried out in circumstances in which the person has not freely consented to, or is incapable of consenting to sexual activity and includes such activities as forced kissing, fondling, oral, anal or vaginal penetration. Sexual assault can occur between strangers, but it can also occur between those who know each other, including acquaintances, friends, those in a dating relationship or between spouses.
- 4.16 **Sexual Harassment** is a type of sexual violence in which a person is subjected to:
 - a course of abusive and unwelcome comments or conducts undertaken or made on the basis of sex, sexual orientation, gender identity or gender expression;
 - a series of objectionable and unwelcome sexual solicitations or advances;
 - a sexual solicitation or advance made by a person who is in a position to confer, grant or deny a benefit or advancement to the recipient of the solicitation or advance, if the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or,
 - a reprisal or threat of reprisal for rejecting a sexual solicitation or advance.

The unwanted behaviours may be physical or verbal and may include one or more of the following:

- unnecessary physical contact, such as touching, patting or pinching;
- demands for sexual favours in return for a promise of a reward or a threat of reprisal; unwelcome sexual remarks or jokes that put down one’s gender; or,
- displaying insulting materials such as pictures, cartoons or print matter.

Gender-based harassment is one type of sexual harassment. Gender-based harassment is “any behaviour that polices and reinforces traditional heterosexual gender norms”. It is often used to get people to follow traditional sex stereotypes (dominant males, subservient females). It is also used as a bullying tactic, often between members of the same sex. Unlike some other forms of sexual harassment, gender-based harassment is not generally motivated by sexual interest or intent. It is more often based on hostility and is often an attempt to make the target feel unwelcome in their environment. In some cases, gender-based harassment may look the same as harassment based on sexual orientation, or homophobic bullying.

Sexual harassment can include:

- sexual solicitation and advances (sex in exchange for a passing grade);
- a poisoned environment (pornographic images in the workplace);
- gender-based harassment (targeting someone for not following sex-role stereotypes); and,
- violence (if inappropriate sexual behaviour is not dealt with, it may move to more; or serious forms, including sexual assault and other violence).

Examples of sexual and gender-based harassment:

- demanding hugs;
- invading personal space;
- making unnecessary physical contact, including unwanted touching, etc.;
- using language that puts someone down and/or comments toward women (or men, in some cases), sex-specific derogatory names;
- leering or inappropriate staring;
- making gender-related comments about someone’s physical characteristics or mannerisms;
- making comments or treating someone badly because they do not conform with sex-role stereotypes;
- showing or sending pornography, sexual pictures or cartoons, sexually explicit graffiti, or other sexual images (including online);
- sexual jokes, including passing around written sexual jokes (for example, by e-mail);
- rough and vulgar humour or language related to gender;
- using sexual or gender-related comments or conduct to bully someone; and,
- spreading sexual rumours (including online).

4.17 **Sexual Violence** is any sexual act or act targeting a person’s sexuality, gender identity or gender expression – whether the act is physical or psychological in nature – that is committed, threatened or attempted against a person without the person’s consent, and includes:

- sexual assault;
- sexual harassment;
- indecent exposure;
- voyeurism; and
- sexual exploitation.

4.18 **Stalking** occurs when a person, without lawful excuse or authority and knowing that another person is harassed, repeatedly engages in conduct that causes the other person reasonably, in all the circumstances, to fear for his or her own safety.

The conduct includes the person:

- following from place to place the other person or anyone known to the other person;

- communicating directly or indirectly with or contacting the other person or anyone known to the other person including face to face, phone, text messaging, instant messaging, websites, e-mail, or social media;
- using the Internet or other electronic means of communication to harass or threaten the other person;
- besetting or watching any place where the other person, or anyone known to the other person, resides, works, carries on business or happens to be; or,
- engaging in threatening conduct directed at the other person or anyone known to the other person.

4.19 **Survivor** is an individual who has been subjected to sexual violence. They are referred to as a complainant when they file a report or complaint under this policy. For the purposes of this policy, the term “survivor” is used. People who have been subjected to sexual violence have the right to choose how they want to be referred to. There is a lot of debate over the use of victim or survivor and labels should not be used when describing an individual. In the end it is up to the individual to choose how they want to be referred to.

4.20 **UCN Community** includes Governing Council, Learning Council, Council of Elders, employees, students (any individual enrolled in a credit or non-credit course), student association councils, contractors, suppliers of services and their employees, lessees/renters of space, individuals who are directly connected to any UCN initiatives, appointees, volunteers, and visitors.

4.21 Terminology throughout the gender spectrum has been evolving and changing. UCN commits to ensuring respect and inclusivity and acknowledges that the following list of additional terms is not exhaustive but critical in ensuring the appropriate language is used wherever possible.

Agender or genderless, genderfree, non-gendered, or ungendered people are those who identify as having no gender or being without any gender identity. This category includes a very broad range of identities which do not conform to traditional gender norms.

Asexual or nonsexual is a lack of sexual attraction to anyone, or low or absent interest in sexual activity. It may be considered the lack of a sexual orientation, or one of the variations thereof, alongside heterosexuality, homosexuality, and bisexuality.

Bigender is a gender identity where the person moves between feminine and masculine gender identities and behaviours, possibly depending on context. Some bigender individuals express two distinct “female” and “male” personas, feminine and masculine respectively; others find that they identify as two genders simultaneously.

Cisgender refers to a person whose gender identity aligns with conventional social expectations for the sex assigned to them at birth. For example, a cisgender man is someone who identifies as a man and who was assigned male sex at birth.

Gender Queer is an umbrella term for gender identities that are not exclusively masculine or feminine – identities which are thus outside of the gender binary and cisnormativity.

Gender Variant or gender nonconformity is behaviour or gender expression by an individual that does not match masculine and feminine gender norms. People who exhibit gender variance may be called gender variant, gender non-conforming, gender diverse or gender atypical, and may be transgender, or otherwise variant in their gender expression. Some intersex people may also exhibit gender variance.

Intersex is a variation in sex characteristics including chromosomes, gonads, or genitals that do not allow an individual to be distinctly identified as male or female.

Pangender are people who feel they identify with all genders. The term has a great deal of overlap with gender queer. Because of its all-encompassing nature, presentation and pronoun usage varies between different people who identify as pangender.

Pansexual or omnisexual is sexual attraction, romantic love, or emotional attraction toward people of any sex or gender identity. Pansexual people may refer to themselves as gender-blind, asserting that gender and sex are insignificant or irrelevant in determining whether they will be sexually attracted to others.

Queer is an umbrella term for sexual and gender minorities that are not heterosexual or cisgender. Queer was originally used pejoratively against those with same-sex desires but, beginning in the late 1980s, queer scholars and activists began to reclaim the word.

Questioning the questioning of one's gender, sexual identity, sexual orientation, or all three is a process of exploration by people who may be unsure, still exploring, and concerned about applying a social label to themselves for various reasons.

Sex / Assigned Sex is the classification of a person as male, female or intersex based on biological attributes, such as external genitalia, reproductive organs, chromosomes and hormones. Generally, individuals are assigned a sex at birth by a medical professional, often on the basis of their external genitalia.

Sex Gender Binary is the notion that there are only two possible sexes (male/female) and genders (man/woman), that they are opposite, distinct and uniform categories, and that they naturally align as male/man and female/woman (in other words, that gender is determined by sex).

Transgender or Trans refers to a person who does not identify either fully or in part with the gender conventionally associated with the sex assigned to them at birth. Transgender (or trans) is often used as an umbrella term to represent a wide range of gender identities and expressions (e.g. a person assigned male at birth who expresses femininity and identifies as a woman, a person who identifies as gender queer or gender fluid).

Transsexual refers to a person who does not identify with the gender conventionally associated with the sex assigned to them at birth. Many transsexual people feel a strong need to access medical transition to physically alter their bodies (e.g. hormone therapies and/or gender affirming surgeries).

Two Spirit is an umbrella term that reflects the many words used in different Indigenous languages to affirm the interrelatedness of multiple aspects of identity, including gender, sexuality, community, culture and spirituality. Prior to the imposition of the sex/gender binary by European colonizers, many Indigenous cultures recognized Two Spirit people as respected members of their communities and accorded them special status as visionaries, healers and medicine people based upon their unique abilities to understand and move between masculine and feminine perspectives. Some Indigenous people identify as Two Spirit rather than, or in addition to, identifying as LGBTQ+.

5 Policy

5.1 Part One – Education and Support

5.1.1 Sexual Violence and Identity

UCN is a diverse community and every effort to address issues of sexual violence needs to be grounded in an understanding that each person's experience will be affected by many factors including but not limited to sex, ancestry, race, ethnicity, language, ability, faith, age, socioeconomic status, sexual orientation, and gender identity. It must be acknowledged that acts of sexual violence can also be acts of systematic oppression, including but not limited to sexism, racism, colonialism, ableism, homophobia, and/or transphobia.

Sexual violence impacts people of all genders. UCN recognizes that sexual violence is overwhelmingly committed against women, and in particular women who experience the intersection of multiple identities such as, but not limited to, Indigenous women, racialized women, black women, trans women and women with disabilities. Additionally, UCN recognizes that sexual violence is also committed against those whose gender identity and gender expression does not conform to historical gender norms at higher rates. Due to the complexities of violence experienced by people with intersecting identities, UCN is committed to ensuring that its responses, prevention efforts and supports take an anti-oppressive and trauma-informed approach so that all UCN community members can access these supports and services with care.

5.1.2 Awareness, Prevention, Education and Training

Human Resources / Office of the Dean of Students will work with on- and off-campus partners including, but not limited to, student associations, academic departments and Security Services to develop an annual education strategy that includes campaigns, training sessions, workshops, print and online resources, programs and events on a breadth of topics related to sexual violence on campus. These campaigns will explore topics such as rape culture, consent culture, sexual assault awareness, how to seek support, resources for survivors, advice and resources for first responders, etc. The audience for these efforts would include employees, students and visitors to UCN's campuses. Education will include training on this policy, the prevention of sexual violence and responding to sexual violence, with content tailored to the audience and relevant to their roles and responsibilities in relation to this policy. A particular emphasis will be placed on educating new members of the UCN community about this issue through student and employee orientation activities.

Faculties and departments are encouraged to include education related to rape culture and sexual violence in course materials and program curriculum where appropriate. They are also encouraged to use trained facilitators who understand the sensitivity with which these topics must be raised, who have the skills to respond appropriately to disclosures and those who may be triggered by the content of the material or resulting discussions.

5.1.3 Parameters of Consent

UCN will work to promote a consent culture on campus based on the principles outlined in 4.4 of the Definitions Section.

5.1.4 Commitment to Support and Accommodation for People Affected by Sexual Violence

UCN commits to:

- treating individuals who disclose sexual violence with compassion and in keeping with the seven sacred teachings of love, respect, courage, honesty, wisdom, humility and truth, recognizing that there is no right way to survive sexual violence and that this means that, more than anything, survivors need to be supported and might require different services, resources, and supports at different stages of their recovery process;
- assisting individual survivors in determining their support and/or workplace and academic accommodation needs and assisting them in accessing these. Each survivor's needs will be different, and the types and forms of support and accommodation made available will be tailored to the survivor's needs on a case-by-case basis and any accommodation made will not impact the complainant negatively;
- ensuring that those who disclose that they have experienced sexual violence are heard, and that their rights are respected throughout the process of disclosure, investigation and institutional response. This may include adapting disclosure options to survivors from vulnerable populations based upon the wishes of the survivor;
- ensuring that survivors of sexual violence can choose to participate in the continuum of recovery, investigation, and disciplinary processes with the respondent at any level which they feel comfortable (this could mean with the respondent present or not);
- ensuring that internal investigation processes are available for those survivors who choose not to make a report to the police;
- engaging in appropriate procedures for investigation and adjudication of an alleged incident of sexual violence which are in accordance with UCN policies and standards, and ensure procedural fairness;
- engaging in public education and prevention activities including providing appropriate education and training to the UCN community about responding to the disclosure of sexual violence;
- providing information to the UCN community about sexual violence through the coordinated collection of data and, from time to time, making announcements that explain that an incident has occurred and that emphasizes safety;

- contributing to the creation of an institutional atmosphere in which sexual violence is not tolerated; and,
- monitoring and updating policies and protocols.

5.2 General Principles

- 5.2.1 Complainants and respondents will have access to a support person or advocate for any part of the investigation process.
- 5.2.2 An investigation under this policy and processes will neither replace nor impede a criminal investigation of sexual violence. All persons have the right to pursue legal avenues whether or not they choose to proceed under this policy. All persons also have the right to forego criminal and UCN reporting avenues, opting to choose confidential disclosure to a counsellor for ongoing support. Criminal processes and findings in respect of the alleged sexual violence do not limit or prohibit the ability of UCN to act under this policy and its associated processes, as well as other policies and procedures of the non-academic discipline system. Where the complainant involves the police, UCN shall cooperate in so far as it is able, while respecting privacy laws and policies.
- 5.2.3 All reported incidents of sexual violence will be investigated to the best of UCN's ability and in a manner that ensures procedural fairness.
- 5.2.4 UCN strives to create an environment in which reporting sexual violence is as safe and as comfortable as possible. While reporting sexual violence may be difficult for an individual, UCN aims to foster an environment in which no one feels uncomfortable about making a report in good faith about sexual violence that they have experienced or witnessed.
- 5.2.5 UCN recognizes that sexual violence can occur between individuals regardless of sexual orientation, gender, and gender identity or relationship status.
- 5.2.6 UCN recognizes that individuals who have experienced sexual violence may experience emotional, physical, academic or other difficulties.
- 5.2.7 UCN also has an obligation to the UCN community to protect it from harm. As such, UCN reserves the right to initiate an internal investigation and/or inform the police of the need for a criminal investigation, even without the consent of the survivor, if UCN believes that the safety of the UCN community is at risk.
- 5.2.8 As a way of reducing barriers to reporting incidents of sexual violence, students who come forward with a complaint will be exempt from discipline by UCN for violating areas of the AC-01-28 Student Code of Rights and Responsibilities related to consumption of drugs, alcohol, and other similar violations insofar as they relate to the incident(s) in question.

5.3 Part Two – Adjudication of Reports or Complaints

5.3.1 Reports or Complaints

Members of the UCN community need only disclose that they are survivors of sexual violence to seek support. They also have options for filing a report or complaint in response to an incident of sexual violence in an effort to hold the person accused accountable. Trained professional staff from Human Resources and the Office of the Dean of Students can assist survivors in understanding each of these options and in ensuring that they have all the information that they need in order to make an appropriate decision on next steps.

Reporting options include:

- Reporting to Police** – Reports or complaints can be made to the police in order to pursue criminal charges under the Criminal Code of Canada. This, or some other legal action, is the only option for pursuing an adjudication process or redress for sexual violence perpetrated by someone who is not part of the UCN community. If this is the case, survivors can still access support through UCN which could, through Security Services, include restrictions on the person accused's ability to access campuses.

- ii) **Reporting to UCN** – Reports or complaints can be made under this policy when a UCN community member is accused of an incident of sexual violence.

UCN recognizes that a report and investigation under this policy and process and a report to the police may occur simultaneously and one shall not replace the other.

5.3.2 Making a Report or Complaint under this Policy

It is important that a person who reports an incident of sexual violence perpetrated by another UCN community member is heard and has access to appropriate support and resources. It should be noted that the use of the term “survivor” in this policy does not suggest that the outcome of any investigation or decision making process has already been determined, and will not prejudice the outcome of the investigation. For this reason, throughout the adjudication process as outlined in this policy, the survivor will be referred to as the complainant and the person accused will be referred to as the respondent.

Members of the UCN community who have experienced sexual violence are encouraged to come forward to report as soon as they are able to do so. Reports can be filed with UCN Security Services, a UCN counsellor, Human Resources or the Office of the Dean of Students (contact information follows). The complainant may file a report or complaint in writing via e-mail or letter or may request an in-person meeting to make their report or complaint. UCN Security Services, UCN counselling and Human Resources staff do not advocate for any individual or group and cannot take sides on a complaint. The role of the person taking the report or complaint is to listen, clarify details and assess appropriate next steps.

A report can be made as follows:

The Pas UCN Security Services: 204.627.8572

Thompson UCN Security Services: daytime, weekend and evenings at 55 UCN Drive: 204.677.7234 and 204.679.2108 (cell)

UCN Counselling Services through the Office of the Dean of Students at 204.677.6479

UCN Human Resources at 204.627.8611

UCN toll free numbers 1.866.627.8500 (The Pas) or 1.866.677.6450 (Thompson)

5.4 Important Aspects of the Adjudication Process

5.4.1 Principles Governing the Process

- i. Timelines of the process:

This is a difficult process and for many survivors it is a pre-cursor to achieving healing and/or closure. Every effort will be made to expedite the process without compromising appropriate procedural fairness for all parties.

- ii. Transparency of the process:

- a. parties will be advised of their rights and responsibilities related to the process;
- b. parties will know what to expect from the process;
- c. parties will be kept informed about the process and outcomes;
- d. parties will receive regular updates on the progress of their case, estimated timeframes and any delays related to the resolution of their case (types and frequency of these updates will be determined through discussion with each complainant); and
- e. reasons will be provided for any decision made throughout the process.

iii. Support for parties involved in the process:

Both parties to a complaint will be offered access to a support person. For in-scope employees, this could include a union representative where permitted or required under any relevant collective agreement. For excluded staff, this could include a trusted colleague. Both parties will be offered referral to appropriate personal support resources (a list of on-campus resources for students and employees is provided in the Sexual Assault and Violence Protocol at the end of this policy).

iv. Fairness of the process:

The process will be conducted in a trauma-informed and impartial way and is intended to ensure fairness for all parties involved. Where applicable, the process will be conducted consistent with the terms of any relevant collective agreement.

v. Trained personnel:

Personnel involved in the adjudication process including staff in Human Resources, the Office of the Dean of Students and other offices assisting with cases of sexual violence, investigators and decision makers, will be trained in their roles, trauma-informed processes and the impact on an individual who has experienced sexual violence.

5.4.2 Right to Support through the Investigation and Decision Making Process

Complainants and respondents will be provided with a support person throughout UCN's investigation and decision making process. Support for complainants and respondents who are students will be facilitated through the Office of the Dean of Students.

Support for employees who are complainants or respondents will be facilitated by Human Resources, consistent with any relevant collective agreement provisions.

Complainants and respondents also have the right to identify an alternate support person or representative of their choosing to accompany them to any meetings or proceedings related to the handling of their case. Support persons may include a friend, family member, employee union representative, legal representative, colleague, etc.

5.4.3 Alternate Resolution

In appropriate circumstances, a complainant may be willing to resolve the matter before an investigation is commenced or completed, or before the case is referred to a decision maker. A respondent who is an employee could also initiate an alternative resolution process by notifying Human Resources. A respondent who is a student could also initiate an alternative resolution process by notifying the Office of the Dean of Students.

Human Resources / the Office of the Dean of Students will follow-up with the complainant and respondent to determine their willingness to participate in an alternative resolution process. For it to be a meaningful process, participants must engage voluntarily and remain free from reprisal. At any stage during the process, the complainant may indicate they would like the complaint to move to an investigation and decision making process.

Examples include:

- **Impact Statement/Letter:** A complainant may decide to communicate to the respondent that their behaviours, remarks or communications are unwelcome or uncomfortable. The survivor may choose to communicate their concerns directly or indirectly, verbally or in writing with the assistance of Human Resources / the Office of the Dean of Students.
- **Facilitation:** A complainant may request that Human Resources / the Office of the Dean of Students facilitate a discussion between themselves and the respondent. In such circumstances, a facilitator would try to reach a resolution between the complaint and the respondent by acting as a "go-between." Neither party is required to attend any face-to-face meetings during this process unless they both agree to do so. This facilitated process may result in a written agreement that could include behavioural expectations, agreement to no contact, or an apology.

- Education: A respondent may agree to participate in education and training related to anti-violence, anti-oppression and consent.
- Restorative Justice: Restorative or transformative justice is an approach used in situations that require a deep understanding of the harm done, the needs of those affected, and the strategies for moving forward as a community and creating lasting change. Using processes such as accountability circles or community conferencing, those who have done harm are actively engaged in understanding what happened, the impact of a harmful situation and are held accountable and responsible not only for their past actions but for shaping the future.

If the complainant and respondent are able to reach a resolution, a written record of the resolution will be prepared by Human Resources or the Office of the Dean of Students (as appropriate) to be signed by both parties. The signed resolution will be kept in Human Resources / the Office of the Dean of Student. A copy of the signed agreement will be provided to the complainant and respondent, and may be provided to relevant UCN administrators if it is required to implement the terms of resolution.

Human Resources / the Office of the Dean of Students will monitor the implementation and compliance of alternative resolution processes. If there is a failure to comply with the terms of a resolution, the complaint may be moved to an investigation and decision making process.

5.4.4 Freedom from Reprisal

Every member of the UCN community has a right to claim and enforce their rights under this policy, to provide evidence and to participate in proceedings under this policy, without reprisal or threat of reprisal.

All respondents will be informed of UCN's position regarding the seriousness of any allegations of reprisal against complainants, witnesses or others involved, what constitutes reprisal; any claims of reprisal will also be investigated and responded to.

5.4.5 Frivolous or Vindictive Complaints

Disclosures or complaints that are found to be frivolous, vexatious, or bad faith complaints made to purposely annoy, embarrass or harm the respondent, may result in sanctions and/or discipline against the complainant.

Where a decision maker determines that a complaint has been made for frivolous and/or vindictive reasons, she/he shall have the authority to:

- i) take disciplinary action against the complainant; and/or,
- ii) take any action against the complainant which in his/her opinion may be necessary.

Any person who knowingly makes a false statement or accusation in connection with an investigation under this policy will be in violation of this policy and is subject to disciplinary action. False statements include statements that omit a material fact, as well as statements that the speaker/writer knows to be untrue. False accusations include accusations that are not based on material fact or honesty or those that are malicious in nature and made in bad faith.

Inability to prove one's case will not, in itself, be regarded as an indication of frivolous or vindictive intent.

5.4.6 Withdrawal of a Complaint

At any time throughout the process, before a decision is rendered, a complainant may choose to withdraw their complaint. They should communicate, in writing, their decision to withdraw their complaint to Human Resources / the Office of the Dean of Students. In some circumstances, UCN may still pursue the complaint (see 5.5.2 Circumstances where UCN may Proceed without a Complaint). If a complaint is withdrawn, complainants and respondents can still seek support through the appropriate UCN services.

5.4.7 Procedural Fairness

UCN has a duty to be fair with respect to process by which investigations and decisions are made that may result in findings of sexual violence and may potentially impose serious consequences against a member of the UCN community who has engaged in such conduct.

The core element of procedural fairness is that a person against whom allegations are made, must know the allegations and evidence against them, and must be given the opportunity to answer prior to a decision being made. Further to the right to know, complainants and respondents will also have notice of the investigation and decision making process, and will have the matter decided by an impartial decision maker. If credibility is at issue, complainants and respondents may appear in person and make oral representations to an investigator and decision maker, and comment and ask questions with respect to the evidence in accordance with this policy.

The duty to be fair is context-specific, for example, the more serious the consequences contemplated, the higher the level of fairness. As such, UCN reserves the right to adjust the process to ensure procedural fairness in accordance with the facts of the individual case with notice to the complainant and the respondent.

5.4.8 Confidentiality

Ensuring confidentiality is a key principle in creating an environment and culture where survivors feel safe to disclose and seek support and accommodation. UCN is committed to ensuring such an environment and culture exists. As such, all members of the UCN community who receive a disclosure of sexual violence or who are involved in addressing or investigating it, must keep the matter confidential, except in accordance with the terms of this policy, in order to protect the rights of those involved in the allegations, prevent an unjustified invasion of their personal privacy, and preserve the integrity of the investigation.

UCN will make every reasonable effort to balance confidentiality with its legal responsibility to provide a campus environment free from sexual violence. UCN protects personal information and handles records in accordance with its policies, the Freedom of Information and Protection of Privacy Act, the Personal Health Information Protection Act, and the provisions of applicable employee collective agreements.

The general practice of UCN is to keep all information confidential except as outlined in this policy, for example where employees require information to carry out their authorized duties under the policy, e.g. conduct investigation, make or implement a decision or interim measures, etc. Complainants, respondents and witnesses are expected to keep the details of any case confidential, outside their circle of support, in order to ensure the integrity of the investigation and decision making process.

Notwithstanding the above, there are additional circumstances where a staff member may be required to disclose information within or outside UCN in order to address safety concerns or to satisfy a legal reporting requirement. In such circumstances, the minimum amount of information needed to allow such concerns to be addressed, or meet such requirements, will be disclosed. These additional circumstances might include, for example:

- An individual is at risk of life-threatening self-harm;
- An individual is at risk of harming others;
- There is risk to the safety of UCN and/or broader community;
- Disclosure is required by law; for instance, under the Child and Family Services Act, reporting is legally required if an incident involves a child under the age of 16 years; or, to comply with the Occupational Health and Safety Act or with human rights legislation; and/or,
- Evidence of the disclosed incident of sexual violence is available in the public realm (e.g. video shared publicly on social media).

These above circumstances represent exceptions, not the rule, and are necessary to ensure that UCN is meeting its legal obligations. If one of these situations applies to an individual, they will be fully informed and supported at every step of the process.

5.4.9 Maintenance of Statistics

Human Resources / the Office of the Dean of Students will maintain annual statistics on disclosed and reported incidents of sexual violence on campus for the purposes of community education and any legislated reporting that may be required. This data would not include any information that would identify any UCN community member.

UCN will include in the Annual Report, the results of activities being undertaken, such as the number of staff/students that attend information sessions, training activities undertaken or the results of consultations.

5.5 Investigation Process

5.5.1 Process for Determining Whether a Report or Complaint will be Investigated

Once the report or complaint is submitted to Human Resources / the Office of the Dean of Students, the appropriate Dean/Director or designate will make an assessment of the appropriate next steps in responding to the complaint. This will include:

- i. Determining whether a report or complaint has been made through any other internal or external process as well as through this policy.
- ii. Referring the complainant to UCN counselling services and referral to additional external resources if appropriate.
- iii. Determining the jurisdiction of Human Resources / the Office of the Dean of Students in proceeding with the report or complaint, i.e. both parties are members of the UCN community.
- iv. Determining whether the sexual violence policy is relevant to the complaint and/or if the complaint should be referred for review under a different policy, i.e. Workplace Safety and Health, Harassment and Discrimination, Respectful Workplace, etc.
- v. Determining whether the complainant is interested in an alternative resolution, as opposed to the completion of an investigation and decision making process.
- vi. Consulting appropriate offices in the implementation of interim measures while the complaint is being investigated and while the decision on the complaint is pending. For more details, see 5.5.4 Interim Measures during Investigation and Decision Making Processes.

Once Human Resources / the Office of the Dean of Students reviews the complaint and it has been assessed, they will confirm in writing with all parties whether an investigation or fact-finding based on the complaint will be conducted.

5.5.2 Circumstances where UCN may Proceed without a Complaint

In some cases UCN may be required to or choose to investigate an incident of sexual violence even though the survivor has chosen not to file a report or complaint.

Examples of such circumstances could include, but are not limited to:

- Where there is risk to the safety of individuals and/or the broader community; for example where repeated allegations have been made about the conduct of the same individual;
- Where required by law, such as under the Occupational Health and Safety Act; and,
- Where there is evidence of sexual violence in the public realm (such as a video posted on social media).

If such a situation applies to the survivor, information and support will be made available at every step of the process, even if they choose not to participate.

5.5.3 Initial Meeting

After Human Resources / the Office of the Dean of Students has indicated that an investigation will be conducted, the Chief Administrative Officer or Dean of Students or designate will meet separately with the complainant and respondent.

In these meetings, the Chief Administrative Officer or Dean of Students or designate will:

- i. Explain to each party their rights in the investigation and decision making processes;
- ii. Go over the process and answer any questions about what will happen;
- iii. Discuss details of interim measures, if applicable; and,
- iv. Determine the outcome that the complainant is seeking.

5.5.4 Interim Measures during Investigation and Decision Making Process

In some instances, it may be necessary to implement interim measures, which are temporary measures put in place to protect the parties and the UCN community, during the investigation and decision making process. Such measures are without prejudice to the ultimate outcome of the investigation. Consequences for violating interim measures will be clearly communicated to the respondent at the time they are applied.

Examples of interim measures that might be considered include:

- Changes within student housing if the parties are residents;
- Restrictions to access campus or parts of campus;
- No contact/communication orders;
- Employment/workplace restrictions; and,
- Changes to class and/or section enrollments.

Where the respondent is an employee and any interim measures implemented by UCN affect the respondent's terms and conditions of employment, the normal procedures of any relevant collective agreement will apply to the implementation of the interim measures.

5.5.5 Referral to an Investigator and Notice of Investigation

Where the matter involves a UCN staff member, Human Resources will appoint an impartial investigator. Where the matter involves a UCN student, the Office of the Dean of Students (in consultation with the Vice-President Academic & Research) will appoint an impartial investigator. The investigator will have knowledge, training and experience in sexual violence investigations and related issues, and will be trained on the terms of this policy. The investigator may be internal or external to UCN.

Where the complainant or respondent reasonably believes that the investigator may have a conflict of interest, they may request an alternative investigator. Human Resources / the Office of the Dean of Students will consider their concerns to determine whether or not to assign an alternative investigator.

Once an investigator is appointed, Human Resources / the Office of the Dean of Students will provide a notice of investigation to:

- i. The complainant;
- ii. The respondent; and,
- iii. The investigator.

The notice of investigation will include the following information:

- i. The name and contact information of the investigator;
- ii. A written account of the complaint;
- iii. Confirmation of the right to a support person or representative during the investigation (as per 5.4.2 Right to Support through the Investigation and Decision Making Process);
- iv. Any interim measures that will be in place during the investigation;
- v. A link to this policy and any other related policies; and,
- vi. The name and contact information of the UCN support person designated to support each of them.

Once an investigator is appointed, they will contact the parties within seven (7) business days to confirm:

- i. Their appointment by Human Resources / the Office of the Dean of Students;
- ii. The role of the investigator; and,
- iii. Next steps in the investigation process.

5.5.6 Role of the Investigator

Human Resources / the Office of the Dean of Students will determine the scope of the investigation for each case. The investigator works independently. They develop a plan identifying the issues of the case, who will be interviewed, which questions will be posed and which documents will be requested for review. The investigator conducts all of the interviews. These include interviews with the complainant, respondent and any witnesses.

5.5.7 Conducting an Investigation

After reviewing the written account of the complaint and any relevant documentation, the investigator will contact the complainant and the respondent to arrange separate interview times. At the time of initial contact, the investigator will explain to all parties the investigation process, and their role as investigator.

The investigator will conduct interviews with the complainant and the respondent separately and may need to meet with each party several times during the course of the investigation. The complainant and respondent will have the opportunity to provide the investigator with information, documents, names of witnesses, and other submissions or evidence that they believe are relevant to the complaint.

Human Resources / the Office of the Dean of Students will always aim to complete an investigation as expeditiously and thoroughly as possible. Depending on the complexity of the case and/or the availability of parties and witnesses, the investigation could take several months.

The investigator will ensure that both the complainant and respondent have had a full opportunity to review and respond to all material aspects of the allegations, and the evidence upon which the investigator will rely, in order to ensure procedural fairness. The investigator will provide the complainant and respondent with the notes from, or a synopsis of, their own respective interviews, and each will have the opportunity to make any clarifications or corrections to their own statements.

The complainant may still request alternative resolution of their complaint before the final report is sent to the decision maker as per 5.4.3 Alternative Resolution.

If there is no request for alternative resolution at this time the investigator will incorporate any relevant details from the further submissions into the final investigation report and submit it to the decision maker.

5.6 Decision Making Process

5.6.1 Referral to the Decision Maker

The Chief Administrative Officer / Dean of Students or designate will review the investigator's report and provide it to the appropriate decision maker for review and decision.

- i. Where the respondent is a faculty member, instructor or teaching assistant, the Dean of their faculty will normally decide the matter.
- ii. Where the respondent is a staff member, the senior head of the unit (Dean, Director, Registrar, Executive Director, Vice-President) will normally decide the matter.
- iii. Where the respondent is a student, the Vice-President, Academic and Research will normally decide the matter.

Human Resources / the Office of the Dean of Students will notify the complainant and respondent by e-mail within five (5) business days of receipt of the final report from the investigator and inform them of who has been appointed the decision maker on their complaint. Where the complainant or respondent reasonably believes that the decision maker may have a conflict of interest they may request an alternative decision maker. The Chief Administrative Officer / Dean of Students or

designate will consider their concerns and determine whether or not to assign an alternate decision maker.

5.6.2 The Rendering of the Decision

The decision maker will review the final report from the investigator. The decision maker may also request an opportunity to meet with and ask any questions of the investigator, the complainant, the respondent and/or any witnesses separately before rendering a decision. Any in-person meetings will be transcribed so as to document any new evidence presented that does not appear in the investigator's report. If in the course of these meetings, new information is presented by any party, the complainant and respondent will be given the opportunity to respond to or question that new information, in person or in writing before the decision is rendered. The complainant will not be required to appear before a decision maker in the presence of the respondent.

Within ten (10) days of reviewing the investigator's report and completing all requested meetings with parties involved and reviewing all additional written submissions or questions submitted by either party, the decision maker will render a decision and where applicable assign an appropriate sanction/remedy.

The final decision prepared by the decision maker will indicate whether or not there has been a breach of the policy.

If there is a finding that the policy has been breached, the decision maker may consider the following in determining an appropriate sanction:

- i. The sanction or remedy sought by the complainant;
- ii. The principle of progressive discipline and UCN's role as an educational institution;
- iii. The requirements under any relevant collective agreement;
- iv. The nature and severity of the incident; and,
- v. Any other relevant factors.

The decision maker will provide both the complainant and the respondent with a summary of the investigation results, their decision, reasons for the decision and any applicable sanctions.

Any request by either party to receive a copy of the investigation report will be subject to restrictions under the Freedom of Information and Protection of Privacy Act.

5.6.3 Remedy/Sanction Options

Remedies and sanction options could look different depending on the status of the respondent.

Examples of general remedies/sanctions

- Letter of apology;
- Mandated educational workshops or counselling;
- No communication order between parties;
- Letter of behavioural expectations; or,
- Restrictions related to accessing buildings or parts of campus or certain activities.

Examples of additional remedies/sanctions applicable to student respondents

- Community service activities;
- Removal from a course or section of a course;
- Relocation in or eviction from UCN student housing;
- Suspension from school for a defined period; or
- Expulsion from UCN permanently.

Additional sanctions/remedies applicable to employees

- Change in work assignment;
- Suspension from work for a set time with or without pay; or,

- Dismissal from employment.

5.7 Unsubstantiated Complaints

If a person, in good faith, discloses or files a sexual violence complaint that is not supported by evidence gathered during an investigation, that complaint will be dismissed and no record of it will be placed in the complainant's or respondent's file. A record will be maintained in Human Resources / the Office of the Dean of Students, in accordance with records' retention guidelines.

5.8 Appeal Process

5.8.1 When the Individual Appealing is a UCN Employee

- In the case of an employee who is a member of a union, the right to appeal the decision is with the grievance and arbitration process of the applicable collective agreement.
- In the case of an employee who is not a member of a union, the right to appeal is under the Terms and Conditions of Employment of Staff Excluded from the Bargaining Unit document and related procedure.

5.8.2 When the Individual Appealing is a UCN Student

A UCN student may file an appeal in accordance with the procedures set out in the UCN Academic Calendar. In such appeals, the matter will be considered a formal appeal and all formal appeal procedures shall therefore apply.

5.8.3 Appeal Review Process

In an appeal involving a UCN employee, if an appeal is filed by one party, other parties to the case will be notified that an appeal has been submitted. They will also be invited to make a written submission for consideration in the review of the appeal. In deciding on the appeal, the President and Vice-Chancellor will review the investigation file, the original findings and remedies/sanctions determined by the decision maker and any other relevant documents or information. The President and Vice-Chancellor may also interview the parties. The President and Vice-Chancellor will communicate the findings of their review in writing to all parties, normally within fifteen (15) days of commencement of the review.

A decision of the President and Vice-Chancellor is final with respect to the options available within UCN.

In an appeal involving a UCN student and in accordance with the UCN Academic Calendar, the decision of the Appeal Board is final.

Where applicable, any party not satisfied with the decision may pursue external avenues for redress.

6 Roles and Responsibilities

All members of the UCN community:

- Will make themselves aware of the policy and their responsibilities under the policy;
- Will participate in the education and training programs made available;
- Respect an individual's right to confidentiality if an incident of sexual violence is disclosed to them by a survivor; refer a survivor who is a UCN staff member to Human Resources and refer a survivor who is a UCN student to the Office of the Dean of Students, where the survivor can seek support, accommodations if needed, and advice about reporting options;
- Will make themselves aware of the services listed in Schedule 1 of this policy so that they might refer individuals looking for specific types of assistance and support; and
- Report to UCN Security Services if they witness sexual violence, or become aware of an incident that promotes rape culture.

President's Council:

- Maintain and communicate an ongoing commitment to combat the issue of sexual violence at UCN; and,
- Foster a consent culture on campus.

Vice-President Academic and Research

- Ensure that the appropriate supports and services are put in place in the units reporting to the Vice-President Academic and Research.

Chief, Administrative Officer

- Ensure that appropriate supports are in place for survivors who are employees of the institution through human resources benefits, programs and employee assistance program (EAP);
- Ensure that training opportunities are made available for all faculty, staff and other employees and contractors related to sexual violence and the processes for handling incidents and complaints;
- Work with vice-presidents, deans, directors, managers and supervisors to support workplace accommodations required in response to incidents of sexual violence at UCN;
- Oversee the day-to-day implementation and operation of this policy;
- Develop and implement with on- and off-campus partners the awareness, prevention, education and training strategy; and
- Work with the Office of the Dean of Students in the development and delivery of training opportunities available for students and appropriate student services staff.

Dean of Students

- Ensure that appropriate supports are in place for survivors who are UCN students;
- Ensure that training opportunities are made available for staff in the Office of the Dean of Students related to sexual violence and the processes for handling incidents and complaints; and,
- Work with Human Resources in the development and delivery of training opportunities available for students and appropriate staff in the Office of the Dean of Students.

Faculty and Academic Departments:

- Provide reasonable academic accommodation to students impacted by sexual violence.

Student-Led Bodies:

- Maintain an ongoing commitment to peer-to-peer sexual violence education, training and support, and promotion of a consent culture at all events;
- Work in collaboration with UCN administration including but not limited to the Vice-President Academic and Research, Dean of Students and the Registrar to communicate student concerns in regards to sexual violence and rectifying them; and
- Develop campaigns and initiatives about sexual violence and consent culture that are student-led and that include student voices and experiences.

7 Policy Review

This policy will be reviewed every 5 (five) years with extensive consultation with members of the UCN community and in accordance with the agreement made between UCN and representatives of UCN's elected student bodies, for the provision and consideration of input from a diverse selection of students.

Sexual Assault and Violence Protocol

1. If You Have Experienced Sexual Assault and Violence

It can be difficult to disclose and report incidents of sexual assault and violence. It is up to you to decide whether or not to report the incident to authorities; however, we strongly encourage you to do so. UCN will assist you by providing resources and support. Several resources are available including:

- Students can contact UCN Counselling Services for confidential counselling through the Office of the Dean of Students at 204.677.6479
- Staff can contact UCN Human Resources at 204.627.8611
- Staff can contact their Employee Family Assistance Program at 1.866.669.4916 for confidential external advice
- Emergency 911 (The Pas): 204.677.6911 (Thompson)
- The Pas RCMP (non-emergencies): 204.627.6204
- Thompson RCMP (non-emergencies): 204.677.6911
- The Pas UCN Security Services: 204.627.8572
- Thompson UCN Security Services: 204.677.7234 and 204.679.2108 (cell)
- Health Links: 1.888.315.9257
- Klinik Community Health Sexual Assault Crisis Line: 1.204.784.4090

Anyone who has experienced sexual assault and violence has the right to:

- be treated with dignity and respect,
- be believed,
- be informed about on- and off-campus services and resources,
- decide whether or not to access available services and to choose those services they feel will be most beneficial,
- decide whether to report to campus security and/or local police,
- have an on-campus investigation with the institution's full cooperation,
- have a safety plan, and
- have reasonable and necessary actions taken to prevent further unwanted contact with the alleged perpetrator(s).

2. To File a Formal Complaint

UCN Counselling Services and/or Human Resources (contact numbers above) can assist you with filing a complaint. If the alleged perpetrator is another member of the UCN community, you may file a complaint under this policy.

Individuals who have experienced sexual assault and violence may also wish to press charges under the *Criminal Code*. UCN Counselling Services and/or Human Resources can help you contact the Police.

More information on filing a complaint can be found under section 5.3 Adjudication of Reports or Complaints and section 5.5 Investigation Process.

3. What To Do If You Witness or Become Aware of an Allegation of Sexual Violence

If a UCN student, faculty or staff member witnesses or becomes aware of an allegation of sexual assault and violence against another member of the UCN community, the student, faculty or staff member is required to report the alleged incident to Campus Security, Dean of Students (students) and UCN Human Resources (staff) immediately.

If you witness an incident of sexual assault or violence, we will assist you by providing resources and support, please call UCN Counselling Services through the Office of the Dean of Students at 204.677.6479 and/or Human Resources at 204.627.8611.

Supports and Services Available in the Community

Name of Services	Supports Available	Contact Information
Services for all Genders		
Health Links	An information service staffed 24 hours a day, seven days a week by knowledgeable, experienced nurses and is free of charge.	Phone: 204.788.8200 or 1.888.315.9257
Klinik Community Health (Winnipeg)	Provides primary health care, mental health care and community health services to enhance individual and community capacity.	Phone: 1.204.784.4090
Men are Part of the Solution (MAPS)	A unique service designed for the Thompson region; provides support and resources to men to build healthy relationships with their partner, families and communities.	www.menarepartofthesolution.com
The Pas Committee for Women in Crisis (Aurora House)	Short term crisis services, shelter/emergency residential shelter and counseling. http://www.aurorahouse-sharethecare.com/	Phone: 204.623.7427 Crisis Line: 204.623.5497 or 1.877.977.0007
The Pas RCMP	If you are in immediate danger, call 911. For all other safety issues ... please call the number in the next column.	Phone: 204.627.6204
Thompson Crisis Centre	Provides professional, short-term living facilities for women and children, transition, children's follow up, satellite school and group programs.	Phone: 204.778.7273 for access in Thompson 1.800.442.0613 for communities outside of Thompson
Thompson RCMP	If you are in immediate danger and for all other safety issues call the number in the next column.	Phone: 204.677.6911
Women's Safe Haven Resource Services Inc.	Specialized counseling, not crisis-oriented, short term crisis services, residential, second stage programs. http://womensresource.ca/	Hours: Monday to Friday 9am-5pm Phone: 204.681.3105 E-mail: womensresourcecentre@mymts.net Location: 60 Hapnot Street, Flin Flon, MB