

SAFETY ON CAMPUS

**GENDER-BASED VIOLENCE
AND SEXUAL VIOLENCE
PREVENTION**



RESPONSE TO SEXUAL VIOLENCE

IF YOU HAVE EXPERIENCED GENDER-BASED VIOLENCE OR SEXUAL VIOLENCE

If you have experienced gender-based violence or sexual violence, call Security at 780-623-5587 or toll free 1-866-623-5551 ext. 5587 which is available 24 hours a day, 365 days of the year, to assist you by providing the resources and support you need.

REACH OUT FOR SUPPORT

If you experienced gender-based violence or sexual violence, make sure you go to a safe place, whether it is your own home, a friend's place or with family, a shelter, hospital or consider contacting police.

Resources are listed on page 5, these may be able to help you. We encourage students to reach out to Student Counselling and employees and all others (non-students) to reach out to Human Resources for additional support resources.

WHAT HAPPENS WHEN I DISCLOSE?

You can disclose to anyone you trust – a friend, family member, peer, colleague, instructor, supervisor, counselling, etc.

If you disclose to an Employee of the College, they will be able to provide you with information about supports available and options for filing a complaint, as well as options for receiving academic or workplace accommodations. If you are seeking accommodations, unless the accommodation is within the Employee's ability and responsibility, you may need to speak with Student Counselling/Student Services or Human Resources who can put in place accommodations for you to ensure your safety. The person who you disclosed to can accompany you in meeting with Student Counselling or Human Resources.

It's important to remember that making a disclosure is different than filing a complaint. If you are unsure if you want to

file a complaint, we encourage you to speak with Student Counselling or Human Resources. A disclosure does not lead to a complaint unless you want it to.

OPTIONS FOR FILING A COMPLAINT

Anyone, whether you are a student, employee, contractor, visitor or volunteer, can file a complaint if you have experienced, witnessed, or have information about an act of gender-based and sexual violence that has occurred or may occur. When you file a Complaint, it usually means you want either the College, police, or both, to conduct a formal investigation.

Survivors who want to file Complaint, can choose the process they feel is in their best interest. If you would like to know the steps included in an internal investigation, please see Guideline B.6.5 Prevention of Gender-based & Sexual Violence – Appendix B Investigation Process.

If you choose to file a complaint, supports and resources will continue to be available to you.

I would like to file a complaint myself

- Complaints about Portage College students - Campus Security
campus.security@portagecollege.ca or 780-623-5587
- Complaints about Employees, Instructors and others on campus (non-students) - Human Resources
hr@portagecollege.ca or 780-623-5747

I would like someone to file a complaint on my behalf

The College has a Whistleblower Hotline that anyone can use to report any type of wrongdoing on Campus. When you submit a third-party Complaint, the person you submit the Complaint to will file the Complaint on your behalf with the appropriate department. When you submit a third-party Complaint, you can choose to remain anonymous – only

the third-party will know your identify, and they will not share your identify without consent from you.

I would like to file a complaint anonymously

If you choose to file a Complaint anonymously that means you are wanting to provide information on an incident of gender-base and sexual violence that has occurred on Campus, however, you do not want to provide information on your identify.

You can provide an anonymous complaint using the Gender-based and Sexual Violence Reporting Form in the College's emergency app, Portage Alert. Providing your phone number and name is optional.

It's important to note that while the College will accept and review anonymous complaints, the College's ability to respond and ensure procedural fairness may be limited, particularly in situations where we don't receive enough information and where we have questions, but no contact information was provided.

You may instead want to consider third-party reporting options where you can still remain anonymous.

I would like to file a complaint with Police

As a survivor, it is your choice if you want to report a sexual assault crime to police. You can file a Complaint only with the College, only with Police, or with both. If you choose to file a Complaint with both police and the College, both investigations are independent of each other. This means the College will conduct its investigation into the allegations and will make its own determination in accordance with its guidelines and procedures. Police will conduct its own criminal investigation. The College will cooperate will police as required.

WHAT KIND OF ACCOMMODATIONS ARE AVAILABLE TO ME?

Individuals who have experienced gender-based and sexual violence may be able to request academic or work accommodations. This is to ensure their safety, including avoiding interactions with the respondent, and to further help remove barriers a survivor may face. A person does not need to file a complaint to receive an accommodation.

Academic accommodations may include:

- Extensions on assignments
- Continuing studies from home or another off campus location
- Options to drop and/or retake courses/ classes
- Changes to schedules
- Changes to living arrangements on campus

Workplace accommodations may include:

- Changes to employee's work location, responsibilities or overall work assignment
- Time off from work

How to request an accommodation

Students

Academic accommodation - talk to Student Counselling - 1-866-623-5551

Employees

Workplace accommodation - talk to Human Resources - hr@poragecollege.ca or 780-623-5747

While a student normally needs to speak with Student Counselling and an employee needs to speak with Human Resources to receive an accommodation, there are exceptions.

For example, if you request an accommodation from an instructor and the accommodation request is within their ability and responsibility, they will be able to grant that accommodation. Also, when a person files a Complaint either with Campus Security or Human Resources, staff in those areas can also assist with the accommodation process.

STUDENT-SPECIFIC SUPPORT

RESOURCE	TYPE	CONTACT INFORMATION
Student Counselling Mental Health Support Student Housing Support Worker Registrar's Office	On campus	1-866-623-5551

EMPLOYEE-SPECIFIC SUPPORT

RESOURCE	TYPE	CONTACT INFORMATION
LifeWorks (Employee and Family Assistance Program)	Off campus	1-877-207-8833 (24/7 support)
Human Resources	On campus	780-623-5747
AUPE	Off campus	1-800-232-7284
Faculty Association	On campus	Gail Hiar – Faculty Association President gail.hiar@portagecollege.ca

SUPPORT FOR STUDENTS AND EMPLOYEES

RESOURCE	TYPE	CONTACT INFORMATION
Campus Security	On campus	780-623-5587
Portage College Website	On/Off campus	Support and Prevention resources
Alberta's One Line for Sexual Violence	Off campus	1-866-403-8000 (call or text 9 a.m. to 9 p.m.)
Dragonfly Counselling and Support Centre - Support for northeast Alberta	Off campus	780-812-3174 Toll free: 1-866-300-4325
Hope for Wellness Helpline Offers immediate mental health counseling and crisis intervention to all Indigenous peoples across Canada	Off Campus	1-855-242-3310 hopeforwellness.ca/
Alberta Council of Women's Shelters - ACWS shelters across Alberta	Off Campus	1-866-331-3933 (24/7 toll-free hotline) acws.ca/shelters
Shelter Safe - Shelter's across Canada	Off Campus	sheltersafe.ca/
Islamic Family and Social Services Association	Off Campus	https://www.ifssa.ca/ 780-900-2777 (10 a.m. to 10 p.m.)
Trans Life LGBTQ2S+ support	Off Campus	1-877-330-6366 translifeline.org/
Victim Services Victim services units support victims of crime in partnership with the RCMP, municipal police services and community-based programs.	Off Campus	alberta.ca/victim-services-units.aspx

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