

# Sexual and Gender-Based Violence Procedure (Employee)

This procedure is governed by its parent policy.  
Questions regarding this procedure are to be  
directed to the identified Procedure Administrator.

<b>Functional category</b>	Human Resources
<b>Parent policy</b>	Sexual and Gender-Based Violence Policy
<b>Approval date</b>	February 6, 2023
<b>Effective date</b>	February 6, 2023
<b>Procedure owner</b>	Vice President, People, Culture and Equity
<b>Procedure administrator</b>	Director, People and Talent Operations

## Overview

All members of the NorQuest College (college) community have a right to work and study in an environment that is free from sexual and gender-based violence. This document sets out annual awareness and education events aimed at changing attitudes and beliefs surrounding sexual and gender-based violence and the procedures for employee sexual and/or gender-based violence including disclosure, anonymous complaints, filing a formal report, and access to resources and supports.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and

CEO to establish policies and procedures for the college's management and operation.

## Procedure

The procedures provide guidance for NorQuest's efforts to enact the Sexual and Gender-Based Violence Policy for employees, emphasizing procedures related to awareness, training and education; disclosure; anonymous complaints; and response. Several resources are available at NorQuest. Information about these resources is available below or use the [link](#) to go directly to the Sexual and Gender-Based Violence webpage.

Anyone who has experienced sexual and/or gender-based violence has the right to:

- be believed to be disclosing in good faith,
- be treated with dignity and respect,
- expect confidentiality when disclosing an incident of sexual violence within the limits outlined in the [Sexual and Gender-Based Violence Policy](#),
- receive culturally sensitive information about on- and off-campus services and resources,
- decide whether or not to access available services and to choose the services that they feel will be most beneficial,
- decide whether or not to report, unless the incident breaches safety as outlined in the [parent policy](#),
- participate in any investigation undertaken by the college,
- expect reasonable and necessary accommodations,
- be advised of the investigation process and choose whether or not to participate.

### **Education, Training and Awareness**

NorQuest will make opportunities available for NorQuesters to participate in awareness and other activities/training to address, respond to and bring general awareness to the topic of sexual and gender-based violence. NorQuest will ensure that coordinated response areas are prioritized for training, including but not limited to Security, and promote the same opportunities. Training will also be provided for employees who are responsible for the college's response, such as trauma-informed and first-responder training.

## Disclosure and Response

### If You Have Experienced Sexual or Gender-Based Violence

If you are in imminent danger or in case of an emergency, contact [911](#).

For on-campus support outside of regular business hours, call Security at [780-644-6225](#) or go to the security office on your campus. Employees at regional campuses and learning sites should direct any concerns to the People and Talent Operations Office, Centre 108, 10215-108 Street Edmonton.

During regular operating hours, employees may access any of the following resources at the downtown campus:

Resource	Contact
People and Talent Operations	<a href="#">780-222-4378</a>
Security	<a href="#">780-644-6225</a> <a href="#">780-991-4573</a>

Resources may also be available through the [NorQuest College - Employee Family Assistance Program](#) or Lifeworks at [1-877-207-8833](#).

There are also community resources available such as the following:

Resource	Contact
Canadian Mental Health Association	<a href="https://edmonton.cmha.ca">https://edmonton.cmha.ca</a>
<a href="#">CMHA Distress Line</a>	<a href="#">780-482-HELP (4357)</a>
Sexual Assault Centre of Edmonton ( <a href="#">SACE</a> ) Support & Information Line	<a href="#">780-423-4121</a> Access online chat at <a href="http://www.sace.ca">www.sace.ca</a>
One-Line for Sexual Violence	<a href="#">1-888-403-8000</a> (phone/text)

After surviving an experience of sexual or gender-based violence, it may be difficult to know what to do. Since every person's experience is unique, only

you know what is right for you. An employee can determine if they want to access services; accessing services is not tied to filing a formal report at the college or a police report.

### **Confidentiality**

Confidentiality will be maintained as per the [parent policy](#).

### **If You Would like to Disclose**

Although you may talk to anyone, there are individuals on campus who are trained to listen and provide support. To receive support and resources with or without filing a formal report or a police report, contact a member of People and Talent Operations staff or make an anonymous disclosure through [NorQuest College Safe Disclosure](#).

### **If You Would like to File a Formal Report**

A formal report can be filed through the [Policy Complaint-Safe Disclosure Report Form](#) using the Respectful Workplace and Learning Environment Procedures when the complaint falls within the scope of the Respectful Workplace and Learning Environment Policy.

### **If You Would like to File a Police Report**

Individuals who have experienced sexual or gender-based violence may also wish to file a police report. Security personnel along with People and Talent Operations staff can assist you with filing a police report.

### **Roles and Responsibilities of the College Community**

While everyone on campus has a role to play in responding to incidents of sexual violence, some campus members will have specific responsibilities which might include:

- Providing access to community resources and the Employee Family Assistance Program which may assist with safety planning and making referrals to other services, including medical services;
- Employee accommodations for those who have reported sexual or gender-based violence; and
- Security to assist with reporting, and to collaborate with local police where appropriate and requested by the survivor.

Contact information for these services is listed above.

### **How Will the College Respond?**

The college understands that individuals who have experienced sexual or gender-based violence may wish to control whether and how their experience will be dealt with by the police and/or the college. In most circumstances, the person will retain this control. However, the college may be required to initiate an internal investigation and/or inform the police or determine whether to make accommodation as reasonable, even without the person's consent, for example if the college believes that the safety of any or all members of the college community is at risk.

The college, at the complainant's request, may also refer a report of sexual or gender-based violence to the police, where the persons involved are not members of the college community or in circumstances where the college is unable to initiate an internal investigation under this Procedure or its parent policy.

#### Where the Respondent is a Student

The [Student Judicial Affairs Policy](#) will be used to investigate instances of sexual or gender-based violence for students. If the complaint is upheld following an investigation, the college will decide on appropriate disciplinary actions consistent with the [Non-Academic Misconduct Procedure](#). The college may take interim measures while the complaint is being investigated.

#### Where the Respondent is an Employee

The [Respectful Workplace and Learning Environment Policy](#) will be used to investigate instances of sexual or gender-based violence for employees. If the complaint is upheld following an investigation, the college will decide on the appropriate disciplinary actions consistent with any collective agreement and/or policies regarding discipline.

### Where the Respondent is not a Student or Employee

The college will choose action given the circumstances of any complaint to ensure the safety of the college community and its members when the respondent is a member of the college community, but neither a student nor an employee.

### Multiple Proceedings

Where criminal and/or civil proceedings are commenced with respect to the allegations of sexual or gender-based violence, the college may conduct its own independent investigation into such allegations and will make its own determination in accordance with its policies and procedures. Where there is an ongoing criminal investigation, the college will cooperate with the local police. The college reserves the right to suspend investigations and internal proceedings where allegations are being investigated in other proceedings.

## Definitions

See [Parent Policy](#) for relevant definitions.

## Related information

### NorQuest College

- [Code of Conduct & Respectful Workplace & Learning Environment Complaints & Investigations Procedure](#)
- [Code of Conduct Policy](#)
- [Respectful Workplace and Learning Environment Policy](#)
- [Safe Disclosure Policy](#)
- [Safe Disclosure Procedure](#)
- [Sexual and Gender Based Violence Policy](#)
- [Sexual and Gender Based Violence Procedure - Students](#)
- [Sexual Violence Health and Wellness Supports Website](#)

## External

- [Alberta Human Rights Act](#)
- [Freedom of Information and Protection of Privacy Act](#)
- [Health Information Act](#)

## Next review date

June 2026

## Revision history

<b>Date</b>	<b>Version Number</b>	<b>Action</b>
May 2017	V1	New.
June 2018	V2	Reviewed and updated.
August 2019	V3 (published as V2-C)	Compliance Office template & reorganization update.
December 2019	V4 (published as V3)	Update to the definition of Harassment.
January 2023	V5	Revised to reflect changes in the parent policy and for clarity.
May 2024	V6	Information, Risk & Compliance template update