

# **Roles and Responsibilities for Sexual Harassment Policy**

## **Advisor, Harassment Prevention/Conflict Management**

The role of the Advisor, Harassment Prevention/Conflict Management is to:

- (a) provide information on the Sexual Harassment Policy and procedures to members of the University community and Third Parties having connections to the University;
- (b) provide information on the Sexual Harassment Policy and procedures to persons bringing forward a complaint and persons named as respondents during all stages of the procedures;
- (c) advise and assist Administrative Heads and others seeking direction in the handling of complaints;
- (d) in consultation with the Advisory Committee on Sexual Harassment, develop and provide education to the University community on the prevention of sexual harassment;
- (e) maintain statistical information on sexual harassment at the University and report, as requested, to the President, Vice-President, Academic & Provost and the Advisory Committee, on the number of complaints made, types of complaints, outcomes, and educational activities;
- (f) maintain confidential records on all allegations of sexual harassment handled by the Advisor, Harassment Prevention/Conflict Management and Administrative Heads.

## **The Advisory Committee on Sexual Harassment**

1. The Advisory Committee on Sexual Harassment shall be composed of:
  - (a) one representative from each of the employees unions and associations (DFA, NSGEU (Local 77), NSGEU (Local 99), DPMG, CUPE 3912);
  - (b) one student appointed by the DSU;
  - (c) the Vice-President, Student Services;
  - (d) the Assistant Vice-President (Human Resources);
  - (e) the Director, Security Services;
  - (f) such other members as might be recommended by the Committee.
2. Members of the Committee shall normally serve staggered three-year renewable terms.
3. The role of the Advisory Committee on Sexual Harassment is to:
  - (a) monitor the effectiveness of the Sexual Harassment Policy and to make recommendations for changes to the President;
  - (b) discuss with the Advisor, Harassment Prevention/Conflict Management sexual harassment education and awareness programs for the University community ;
  - (c) maintain communication between the various University constituency groups and the Committee concerning the Sexual Harassment Policy and educational programs;
  - (d) advise the President in the selection and appointment of the Advisor, Harassment Prevention/Conflict Management.