



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Policy Against Abuse of MRFA Staff

Category: Faculty Centre

Date last Revised: November 15, 2022

I. Overview

The Mount Royal Faculty Association is committed to building and preserving a safe, productive, and healthy working environment within the scope of MRFA operations, with the intent that no-one suffers discrimination, harassment, or violence for any reason, at any time, during their work as an MRFA employee, which includes the MRFA President and members of the Executive Board .

If an employee feels that their life is being threatened or that harassment might reach a physical level, call campus emergency (5900) or 911.

II. Process for Addressing Abuse

If an MRFA staff member or Executive Board member believes they are being abused (via discrimination, violence or harassment) while conducting MRFA business, they are encouraged to seek resolution by first making clear to the person, if possible, that they do not welcome the behaviour. They can do so either on their own, orally or in writing, or with the assistance of another party. Also, they should indicate that they may take further action if the behaviour continues.

If the behaviour persists or if they feel uncomfortable approaching the person, the employee or Board member are to contact the MRFA President, who shall investigate the matter as per the process outlined below. Should a member of the MRFA Executive Board be alleged to be the the abuse, an external third party shall be appointed to investigate the matter in lieu of the MRFA President.

Under other circumstances, even when a member of the MRFA Executive Board is not the subject of the complaint, the MRFA Executive Board may determine that it is best to have the investigation process conducted by a third party.

The complaint process is as follows:

1. *Making a Complaint*

All complaints made by an MRFA employee must be submitted at any time, in writing, to the investigator. The written complaint shall include a full description of the harassment or violence event(s), including dates and times, locations, and names of any witnesses.

2. *Documenting and Following-Up a Complaint*

- a. A copy of the written complaint shall be provided to the respondent within five (5) days of its receipt and the respondent shall be invited to reply, in writing, within ten (10) days.

- b. The reply shall be provided to the complainant before the case proceeds and the complainant invited to respond, in writing.
- c. A preliminary review of the complaint and response(s) shall be made to determine
 - i. If a mutually agreeable resolution between the complainant and respondent is possible, having regard to all applicable factors; or
 - ii. If reasonable grounds exist to continue with a formal investigation.

3. *Investigating a Complaint*

- a. If a formal investigation is decided, the complaint recipient shall conduct a formal investigation.
- b. The complaint recipient shall identify and implement actions to follow up on the complaint. These shall include interviewing and/or receiving written statements from witnesses.
- c. The complaint recipient shall recommend further actions and/or consequences, including disciplinary action, which must be proportionate to the seriousness of the situation, as is the intent of this policy.

4. *Resolving a Complaint*

Resolution of substantiated allegations of violence and/or harassment may include, but not be limited to, apology, reprimand and, possibly, referral to relevant Mount Royal University Policies. Employees found to have committed workplace harassment or violence may be subject to disciplinary action as per MRU policies.

5. *Concluding a Complaint Process*

- a. The complaint recipient shall ensure at the conclusion of an investigation that
 - i. The respondent is notified of the investigation's conclusions and of further actions, if any;
 - ii. The complainant is notified, where appropriate, of the investigation's conclusions and general outcome.
- b. The reported incident may be forwarded, as required or permitted by applicable law, to external agencies including, but not limited to, the appropriate law enforcement agency or professional body.

III. False Claims

Vexatious claims of discrimination, violence and/or harassment are themselves infractions of this policy.

IV. Related Policies

- Faculty Centre Guest Policy
- Meeting Policy

- Operational Complaints
- Conduct Complaints
- Standards of Professional Conduct

V. Related Documents

- Reference Document on Harassment and Discrimination (to be developed)