

SEXUAL ASSAULT POLICY TEMPLATE

Campus Toolkit for Combatting Sexual Violence

Key parts to include in a statement and/or policy on sexual violence:

PRINCIPLE

Outline the institution's stance and principles about their responsibility in creating safe spaces and preventing and addressing situations of sexual assault and violence on campus. This is also a place to outline the institution's interpretation of what sexual violence means, as well as the image for what is expected and/or desired when it comes to a safe space on campus.

Should emphasize and outline the need for a preventative strategy to combat sexual violence in addition to having procedures set out to respond to incidents.

PURPOSE

Outline what the purpose of the policy is. This can be exhaustive or definitive, can also be delivered through paragraph form or as bullet points.

SCOPE

Clearly define who the policy affects and who it is intended for.

DEFINITIONS

Clearly define terms and concepts that will be used throughout the policy, as well as general definitions in relation to sexual assault and violence, and consent.

Terms and concepts should use gender neutral language.

Do definitions recognize how the intersectionality of identities impacts incidents?

RESPONSIBILITIES AND DUTIES

Outline the responsibilities and duties of those who are held responsible by the policy.

Include a statement about the responsibility of members of the institution, including students, staff and faculty to familiarize themselves with the policy.

CONFLICT OF INTEREST

Reference any conflict of interest policies the institution has.

JURISDICTION

Outline the jurisdiction of the policy, and specifically how non-institution persons who have concerns will be addressed.

CONFIDENTIALITY

State the importance of confidentiality and how it will be maintained throughout reporting, investigating and appeals processes.

PROCESS

Important to outline the process for submitting a complaint, and to include whether both informal and formal ways of proceeding are available (both are recommended).

Is there a process to deal with multiple complaints about the same person when complainants are unwilling to file a report?

SEXUAL ASSAULT POLICY TEMPLATE

Campus Toolkit for Combatting Sexual Violence

Does the process allow representation for complainants and accused?

Does the process set out what happens when there are ongoing court proceedings?

RECORDS & RETENTION

Explain how records will be kept. Two separate processes should be identified for informal and formal complaints.

Complaints should not be linked to academic files for claimants.

APPEALS

Outline the process of appealing or grieving including how, timelines and to what bodies either action goes to.

RETALIATION

Important to address that retaliation is unacceptable against persons who bring forward concerns or complaints, as well as how retaliation will be dealt with.

POWER DIFFERENCES

A comment on positions of authority and power within relationships and how those may be construed, as well as the potential for creating negative working or studying environments.

FRIVOLOUS OR VEXATIOUS COMPLAINTS

Explain how frivolous or vexatious complaints will be handled.

ROLES OF ADVISORS AND/OR BOARDS

Outline the members of the campus community who are involved with the process to ensure accountability and the roles and responsibilities of those parties.

Members of boards or panels that hear cases should be trained in anti-oppression/anti-discrimination principles.

OTHER RELATED INFORMATION

Include any related documents including human rights codes, collective agreements, academic and non-academic codes of conduct, etc.

Include details of what a clear and effective chain of communication would be on campus whether the assault occurred in residence or elsewhere on campus.

Policy should set out how often the policy itself is reviewed and the process by which it can be amended. Does the process include relevant institutional stakeholders?

Policy should be readily available in various offices of the institution and in a variety of formats, including on website and hard-copy as well as accessible formats.