École nationale
de police
du Québec

POL 05-07

POLICY TO PREVENT AND FIGHT

SEXUAL VIOLENCE

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Québec

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École nationale de police Québec

POLICY TO PREVENT AND FIGHT SEXUAL VIOLENCE

Refer to:

POL 05-07

SECTION I – PREAMBLE

Preamble

1. By this *Policy to Prevent and Fight Sexual Violence* (hereinafter referred to as "this policy"), the École nationale de police du Québec (hereinafter referred to as the "ENPQ") recognizes the paramount importance of providing an environment for study, work and service delivery that is healthy, respectful of all and free from sexual violence. This policy reflects the ENPQ's commitment to preventing and fighting sexual violence and its consequences for those who are victims. It outlines various measures—whether they be raising awareness, training, guidance and psychosocial support, accommodations or handling complaints—and specifies the standard of conduct expected of the various parties taking part in ENPQ activities.

   Achieving the ENPQ's objectives regarding the prevention of and fight against sexual violence requires the participation of everyone; namely students, staff members, managers and third parties.

   This policy stems from the *Act to prevent and fight sexual violence in higher education institutions* (CQLR, c. P-22.1). It is also based on the requirements of the *Act respecting Access to documents held by public bodies and the Protection of personal information* (CQLR, c. A-2.1), the *Act respecting labour standards* (CQLR, c. N-1.1), and the *Charter of Human Rights and Freedoms* (CQLR, c. C-12)

   .

Definitions

2. We mean by:

2.1. **Accused**: Person subject to allegations of sexual violence.

2.2. **Complainant**: Person who files a complaint under this policy.

2.3. **Complaint**: A formal step taken by a victim to officially report a situation of sexual violence to the ENPQ or a police service. An administrative complaint filed with the ENPQ aims to bring a situation of sexual violence to light or to sanction the accused. Moreover, a police complaint implies the possible commission of a criminal act.

2.4. **Consent**: An explicit, free, voluntary, sustained and repeated agreement by a person to engage in sexual activity. Consequently, the absence of a refusal or remaining silent cannot be interpreted as consent. Consent may be withdrawn at any time.

Consent is invalid in the following cases:

- disagreement is expressed through a person's words or conduct;
- the person is incapable of expressing agreement—for instance, due to intoxication from drugs or alcohol or because they are unconscious;
- the person's consent is obtained through an abuse of trust, power or authority;
- the person indicates, through their words or conduct, that they do not agree to the activity;
- after having consented to the activity, the person indicates, through their words or conduct, that they no longer agree to its continuation.

2.5. **Cyber-harassment**: Sexual harassment carried out using information technologies, such as social media. Sending unsolicited sexually explicit comments or making threats of sexual assault via text message, email, instant

messaging, social media or any other technological means of communication constitutes sexual cyber-harassment. Furthermore, disseminating or threatening to disseminate rumours, photographs or audio or video recordings depicting moments of sexual intimacy, nudity or other explicit content without the person's consent constitutes sexual cyber-harassment.

2.6. **Disclosure**: The fact that a person reveals that they have been a victim of sexual violence. Disclosure does not necessarily lead to the filing of a formal complaint.

2.7. **Executive Committee**: Decision-making committee composed of all the ENPQ directors.

2.8. **Instructional or authority-based function, or one impacting the academic path:** A function performed by an ENPQ staff member or a third party with respect to a student or group of students that involves teaching, mentoring, supervision, evaluation, research, orientation, integration, information provision, counselling, exam proctoring or any other task of an instructional or extracurricular nature, including sports and social activities or online activities.

2.9. **Managers**: All ENPQ supervisory staff.

2.10. **Report**: Disclosure of information that does not constitute an administrative complaint but aims to report or denounce to the ENPQ a situation that could lead to action on its part.

2.11. **Sexual Assault**: An act of a sexual nature, with or without physical contact, committed by an individual without the consent of the person concerned or, in certain cases, through emotional manipulation or blackmail. It is an act aimed at subjecting another person to one's own desires through an abuse of power, by the use of force or coercion or under implicit or explicit threat. Sexual assault

violates fundamental rights, particularly the right to physical and psychological integrity and personal safety.

2.12. **Sexual misconduct:** Non-consensual behaviour of a sexual nature, including unwanted gestures, words, comments or attitudes.

2.13. **Sexual violence**: Refers to any form of violence committed through sexual practices or by targeting sexuality, including sexual assault.

This concept also encompasses any other misconduct manifested notably through unwanted gestures, words, behaviours or attitudes of a sexual nature, including those relating to sexual or gender diversity, expressed directly or indirectly, including via technological means.

2.14. **Single point of contact:** An internal resource service comprising the resource persons responsible for implementing this policy, appointed by the director general upon the recommendation of the Human Resources Department.

2.15. **Staff members**: All persons employed by the ENPQ.

2.16. **Standing Committee**: A committee composed of students, managers and staff members responsible for developing, revising and ensuring the follow-up of these provisions.

2.17. **Student**: Person enrolled in a professional training activity at the ENPQ.

2.18. **Student Representative**: A student elected as a cohort officer by their peers in the initial training programs of the ENPQ.

2.19. **Third Party**: Any person external to the ENPQ (outworkers, clients, visitors, service providers, guests, consultants, external organizations, etc.) who has a relationship with it.

2.20. **Witness**: Any person who possesses information regarding an act of sexual violence or who has heard an account of an act of sexual violence.

Object

3. The purpose of this policy is to enable ENPQ staff members, managers, third parties and students to experience a healthy and safe environment free from sexual violence and to protect their physical and psychological integrity as well as their dignity.

Scope of Application

4. This policy applies to students, staff members, managers, third parties and unions, who must comply with it, subject to sanctions.

5. This policy covers all instructional and other activities taking place on ENPQ campuses. It also applies to any other activities held off-campus that are part of study programs or organized by the ENPQ, by organizations in which the ENPQ participates, by staff members, third parties or ENPQ students.

6. This policy may also apply in certain other exceptional circumstances where an incident is likely to have consequences for an alleged victim's academic or professional path.

7. This policy also applies to situations involving sexual violence occurring via technological means. It thereby reinforces the ENPQ directive on this subject: *Directive on the Use of the Internet, Social Media and Email* (DIR 06-07).

SECTION II –GENERAL PROVISIONS

Guiding Principles

8. The guiding principles governing the implementation of this policy are as follows:

8.1. The ENPQ recognizes the right of all staff members, students and third parties to a healthy and safe environment.

8.2. Any form of sexual violence is unacceptable and must be reported and sanctioned. Anyone subjected to sexual violence has the right to be received respectfully, listened to, assisted and protected with fairness and confidentiality.

Based on these principles and with a view to providing a living environment free from all forms of sexual violence, the ENPQ reiterates and expresses its commitment to:

8.2.1. Implementing relevant and effective measures to prevent and fight sexual violence, with the understanding that training, prevention and awareness-raising are essential in this regard;

8.2.2. Implementing easily accessible intake, support and guidance services provided by specialized resources trained in matters of sexual violence;

8.2.3. Ensuring the continuous review of ENPQ infrastructures based on best practices to maintain a safe environment;

8.2.4. Taking into account individuals at higher risk of experiencing sexual violence, such as women and people from sexual or gender

minorities, cultural communities, Indigenous communities or from abroad, as well as persons with disabilities, particularly within the context of intake services and training activities.

8.2.5. Supporting, guiding and protecting individuals with respect, dignity and diligence;

8.2.6. Processing information, reports, and complaints received confidentially, fairly and within the prescribed timeframes;

8.2.7. Sanctioning any breach of this policy;

8.2.8. Informing the complainant after the administrative complaint-handling process of its conclusion. At the request of the person who filed the complaint, the ENPQ shall provide information regarding the action taken in response to the complaint, namely whether or not a sanction was imposed as well as the details and terms thereof where applicable.

8.3. The ENPQ considers it inappropriate for an individual who has an instructional relationship with a student, or who holds authority over them or influences their academic path, to engage in an intimate relationship, such as a romantic or sexual one, with that student. Such a situation is likely to compromise the required objectivity and impartiality or to foster an abuse of power or sexual violence.

Based on this principle, the ENPQ issues a code of conduct setting out the rules that a person with an instructional or authority-based relationship with a student must observe if they maintain or have previously maintained intimate, romantic or sexual ties with that student.

Prevention, Awareness-Raising and Training Measures

9. In order to raise awareness about the phenomenon of sexual violence, the Human Resources Department must include mandatory training activities for staff members, managers, students and union representatives in its annual planning.

Standing Committee

10. Senior management establishes a standing committee composed of the following:

- Students
- Staff members
- A staff member from the Human Resources Department
- Managers

11. It is desirable that half the members of this committee be women and that there be equitable representation of members of the groups most at risk of experiencing sexual violence.

12. Standing committee members must receive training on the issue of sexual violence.

Rules Governing Social or Orientation Activities

13. Any orientation, integration or social activity organized by the ENPQ, a staff member, manager, students or a third party must be conducted with respect for the physical and moral integrity of the participants, whether the activity takes place on the ENPQ campus or off-site. To this end, organizers shall put preventive measures in place.

Roles and Responsibilities

14. **Senior Management:**

14.1. Ensures the implementation of this policy.

14.2. Ensures accountability regarding the implementation of this policy in the annual management report.

14.3. Supports staff members responsible for handling interventions and ensures that administrative complaints are dealt with diligently and within the prescribed timeframes.

14.4. Appoints members of the standing committee, following consultation with the ENPQ's executive committee.

14.5. Ensures the continuous review of ENPQ infrastructures based on the best practices to maintain a safe environment.

15. **Human Resources Department:**

15.1. Ensures training for staff members and managers regarding sexual violence.

15.2. Ensures the planning of training offered to students regarding sexual violence.

15.3. Coordinates the activities of the standing committee.

15.4. Receives and handles reports and administrative complaints.

15.5. Receives and implements the preventive and awareness-raising measures aimed at countering sexual violence proposed by the standing committee.

15.6. Determines and applies accommodation measures to be taken following a report, the filing of a complaint or sanctions to be imposed following the conclusion of an investigation report.

15.7. Communicates information regarding the follow-up to the complaint, namely whether or not a sanction was imposed as well as the details and terms thereof at the request of the person who filed the complaint, where applicable.

15.8. Provides training to resource persons to help them carry out their role of guiding and supporting individuals who believe they are victims.

15.9. Makes the names and contact details of resource persons known to ENPQ staff members, managers, students and third parties.

15.10. Ensures the provision of intake, referral, psychosocial support and guidance services for ENPQ staff members, managers, students and third parties.

15.11. Informs staff members, managers and third parties of the existence and updating of this policy.

16. **Managers:**

16.1. Ensure the implementation of this policy and commit to informing third parties and students of the policy's existence.

16.2. Comply with the requirements, obligations and code of conduct set out herein.

16.3. Take prompt action upon observing inappropriate behaviour from a staff member, another manager, a third party or a student.

16.4. Ensure, where applicable, the rollout of training on sexual violence planned by the Human Resources Department.

16.5. Oversee the implementation of necessary accommodation or corrective measures.

16.6. Raise staff awareness regarding their responsibility to act with civility.

16.7. Participate in mandatory training activities regarding sexual violence offered by the ENPQ.

17. **Staff Members:**

17.1. Familiarize themselves with this policy and internalize its content.

17.2. Comply with the requirements, obligations and code of conduct set out herein.

17.3. Report any situation that poses a risk of sexual violence.

17.4. Participate in mandatory training activities offered by the ENPQ regarding sexual violence.

17.5. Provide contact details of available resource persons to any individual who believes they are a victim and who confides in them.

17.6. Comply with the rules governing social or orientation activities, as set out notably in the ENPQ *Directive Prohibiting Hazing and Governing Orientation and Integration Activities* (DIR 01-06).

18. **Students:**

18.1. Familiarize themselves with this policy and internalize its content.

18.2. Comply with the requirements, obligations and code of conduct set out herein.

18.3. Report any situation that poses a risk of sexual violence.

18.4. Participate in mandatory training activities offered by the ENPQ regarding sexual violence.

18.5. Provide the contact details of available resource persons to any individual who believes they are a victim and who confides in them.

18.6. Comply with the rules governing social or orientation activities, as set out notably in the ENPQ *Directive Prohibiting Hazing and Governing Orientation and Integration Activities* (DIR 01-06).

19. **Third Parties:**

19.1. Show respect at all times toward ENPQ students, staff members and managers.

19.2. Familiarize themselves with this policy and internalize its content, as applicable.

19.3. Report any situation that poses a risk of sexual violence.

19.4. Participate, whenever possible, in training on sexual violence offered by the ENPQ.

19.5. Provide, to the extent possible, the contact details of available resource persons to a person who believes they are a victim and who confides in them.

20. **The Single Point of Contact:**

20.1. Ensures that any person who believes they have been a victim of sexual violence is given a welcoming reception, a listening ear, and the necessary moral support.

20.2. Informs victims of the psychosocial resources and various avenues of recourse available to them (Appendix 2).

20.3. Guides victims who wish to do so in filing a formal complaint.

20.4. As a precautionary measure, in cases where a victim chooses not to file a formal complaint, the resource person must confidentially inform the Human Resources Department Director of the key elements of the case. The resource person must notify the victim of this action.

21. **The Standing Committee:**

21.1. Is responsible for developing and revising this policy at least once every five years.

21.2. Ensures the implementation of this policy.

21.3. Establishes a process to ensure that all groups making up the ENPQ community are consulted during the development or revision of this policy.

21.4. Identifies and implements the measures necessary to enforce this policy.

21.5. Proposes prevention and awareness-raising measures aimed at fighting sexual violence to the Human Resources Department.

21.6. Continuously assesses the impact, effectivenes and relevance of the prevention and awareness-raising measures implemented by the Human Resources Department.

SECTION III - CODE OF CONDUCT

22. The ENPQ considers it inappropriate for a person who has an instructional relationship, including one involving authority or an impact on a student's academic path, to engage in an intimate relationship, such as a romantic or sexual one, with that student.

    Such a situation is likely to compromise the required objectivity and impartiality, or to foster an abuse of power or sexual violence.

    For these reasons, anyone who is in an instructional relationship with a student or in a position of authority over them or who is able to influence their academic progress should refrain from engaging in an intimate relationship with that student.

23. In the event that such a relationship exists prior to the entry into force of the code of conduct, or if one should nonetheless arise subsequently, the individual involved in an instructional relationship—where they have an influence on a student's academic progress—or in a position of authority, is responsible for immediately notifying the Human Resources Department in writing, so that arrangements may be made to bring the instructional or authoritative relationship to an end., etc.).

24. The ENPQ reminds everyone that interactions between a student and any staff member who is in an instructional relationship with a student, holds authority over them or influences their academic path must remain professional. This means that messages shared via social media or other technological communication channels must pertain exclusively to ENPQ activities.

SECTION IV – ASSISTANCE AND SUPPORT MECHANISM

25. A staff member, student or third party who believes they have been a victim of or witness to sexual violence may use the single point of contact to access intake, referral, psychosocial support and guidance services. The accused may also contact the designated resource persons.

26. The single point of contact is composed of resource persons appointed and selected by the director general based on their qualifications and professional skills. A list of these people and their contact details are available in Appendix 7.

27. The response time for the provision of intake, referral, psychosocial support and guidance services is a maximum of seven (7) calendar days.

SECTION V – FILING AND HANDLING OF A REPORT OR OF AN ADMINISTRATIVE COMPLAINT

28. Any person wishing to provide information regarding an alleged breach of this policy, or to make a disclosure, report or complaint concerning a staff member, manager, student or third party, must contact a designated resource person or the Human Resources Department directly.

29. A report or complaint may be submitted at any time, without any time limit, by the victim or by a witness.

30. Upon receipt of information, the single-point-of-contact representative or the person responsible for handling complaints within the Human Resources Department ensures that psychosocial support, accommodation measures and referrals to specialized

services are provided to individuals who express a need for them and ensures that the complaint is dealt with, where applicable.

31. Except where necessary and if consent has been obtained, the confidentiality of the identity of the person making a report or complaint, as well as any information that could identify them, must be protected.

32. This section applies to information received by an ENPQ resource person. It is possible that, if an accusation is made to external professionals (such as a police officer or social worker), they may not forward that information to the single point of contact. To ensure that effective measures are implemented for those who need them, we emphasize the importance of notifying an ENPQ resource person. Resource persons commit to collaborating with external professionals only if the person who provided the information consents.

33. **Report (Appendix 3):**

    33.1. When a designated resource person receives a report, they must meet with the victim or witness and present the available intervention options. In all cases, the final decision regarding the measures to be taken concerning their situation rests with the victim. The victim may withdraw from the process at any time.

    33.2. Any person who believes they are witnessing sexual violence must inform a resource person, report it immediately to a person in a position of authority or call the police, as appropriate.

    33.3. Concurrently, the resource person must inform the Human Resources Department Director and make recommendations regarding accommodation or preventive measures. Following an analysis, the Human Resources Department Director shall have seven (7) calendar days to implement the accommodation or preventive measures.

33.4. If the victim wishes to file a complaint under the provisions of this policy, the complaint-handling process is initiated. Otherwise, the person is offered services and measures tailored to their situation.

34. **Administrative Complaint (Appendix 4):**

34.1. The handling of an administrative complaint begins with the submission of the *Sexual Violence Complaint Form* (FOR 05 37) (Appendix 1) to the Human Resources Department Director.

34.2. Subsequently, if accommodation measures or other actions are required, the Human Resources Department Director shall have a maximum of seven (7) calendar days to implement them. These measures shall remain in effect until a decision is reached following an investigation.

34.3. In the event that the Human Resources Department Director is the subject of the complaint, the complaint form must be submitted to the Directeur de l'innovation, des affaires académiques et institutionnelles (Director of the Innovation, Academic and Institutional Affairs Department). The latter shall then assume the responsibilities assigned to the Human Resources Department Director under this policy.

35. **Investigation**

35.1. Upon receipt of an administrative complaint, the Human Resources Department conducts an investigation or appoints an investigator, as appropriate. The investigation consists of verifying whether or not the allegations raised in the complaint are well-founded. To this end, the investigator meets with any individuals deemed necessary and relevant to hear in order to establish the evidence (complainant, accused, witnesses, etc.).

35.2. The investigation must:

- Be conducted diligently;
- Ensure the confidentiality of the process and ensure that the individuals involved in the investigation are informed of this;
- Give the complainant and the accused the opportunity to be heard by gathering relevant evidence;
- Be rigourous in collecting the documentary evidence and testimony used;
- Lead to a report.

35.3. The investigation report must be completed within a maximum period of ninety (90) calendar days. The findings of the investigation report are subsequently transmitted to the parties involved.

35.4. When a complaint is filed by a student, the ENPQ commits itself to completing the investigation process, even if the student has finished their training at the ENPQ.

36. **Other Recourse (Appendix 4):**

36.1. The ENPQ acknowledges that the implementation of this policy does not result in the loss of any legal recourse. Thus, a person who believes they are a victim of sexual violence may file a complaint with the police at any time, regardless of whether or not they have reported the situation to an ENPQ resource person or filed an administrative complaint.

SECTION VI – CONFIDENTIALITY

Confidentiality of Complaints and Reports

37. The handling of complaints, reports, or information regarding any situation of sexual violence requires discretion on the part of all persons involved, including those participating or collaborating in an intervention or investigation. Such persons must maintain the confidentiality of the information and personal data obtained in the performance of their duties or in the course of their work, in accordance with the Act or any regulation, collective agreement, agreement or other text establishing the working conditions of ENPQ personnel.

Communication of Information Necessary for Safety

38. The ENPQ reserves the right to disclose confidential information to an individual or to alert police authorities if it deems that an individual's safety may be compromised or if an individual may pose a threat to themselves.

Right of Disclosure

39. The ENPQ does not in any way deprive a person who believes they have been a victim of sexual violence of the rights they hold under the *Charter of Human Rights and Freedoms* (CQLR, c. C-12), the *Act respecting labour standards* (CQLR, c. N-1.1) or the *Act to prevent and fight sexual violence in higher education institutions* (CQLR, c. P-22.1). Accordingly, the ENPQ may not require a person to remain silent for the sole purpose of avoiding damage to the educational institution's reputation.

SECTION VII – PROTECTION AGAINST REPRISALS

40. The ENPQ takes all measures at its disposal to ensure that no retaliatory action is taken against a victim, a witness or any other person who provides information regarding a situation. For the application of this policy, threats of retaliation are considered acts of retaliation. Such acts may also occur prior to the commencement of the process for handling the complaint, report or disclosure.

41. Retaliation can take various forms, none of which will be tolerated. Such actions will be considered a serious violation of this policy and the person responsible may be subject to sanctions.

SECTION VIII – SAFETY MEASURES

42. In order to provide immediate assistance to anyone who believes they have been a victim of sexual violence, the ENPQ makes the following available to all persons frequenting its establishment:
    - Telephone numbers of ENPQ resource persons to call in case of need (Appendix 7);
    - Telephone numbers of security services and external services available 24 hours a day (Appendix 6);
    - Surveillance provided by protective devices and security systems, particularly during campus activities.

SECTION IX – SANCTIONS FOR POLICY VIOLATIONS

43. Any staff member who fails to comply with this policy is subject to disciplinary action up to and including dismissal. Any student who fails to comply with this policy is subject to disciplinary action up to and including expulsion from their program or dismissal from the ENPQ. Any third party who fails to comply with this policy is

subject to a sanction, the nature of which will be determined by senior management. The nature, severity and repetitive nature of the actions in question will be taken into account when determining the sanction.

44. A complainant wishing to access information regarding the outcome of a complaint, namely whether or not a sanction was imposed as well as the details and terms thereof, where applicable, must submit a written request to the Human Resources Department Director.

False Allegations

45. The ENPQ shall take the necessary measures, including any appropriate disciplinary proceedings under applicable rules, against any person who has made a report, attempted to make a report, filed a formal complaint or attempted to file a formal complaint in bad faith, based on false allegations and with the intent to harm the person concerned.

Final Articles

46. This policy replaces the version dated March 27, 2023.

47. This policy must be revised every five (5) years.

48. POL 05-07 comprises 48 articles.

The Director General,

_____

Pierre St-Antoine

APPENDIX 1

École nationale de police Québec

FOR 05-37
SEXUAL VIOLENCE COMPLAINT FORM

The information contained in this form will be treated confidentially.

GENERAL INFORMATION

PLEASE WRITE IN CAPITAL LETTERS.

Name of the Complainant	Function		
Status	Date of Declaration Ya M D	Time h min	

DETAILS

For each event, indicate the date, time, location and the name of each witness, if applicable.

DATE OF THE EVENT	TIME	LOCATION OF THE EVENT	WITNESS(ES)
Y M D	h min		
Y M D	h min		
Y M D	h min		
Y M D	h min		
Y M D	h min		
Y M D	h min		
Y M D	h min		
Y M D	h min		

PERSON(S) NAMED IN THE COMPLAINT

DESCRIPTION OF THE EVENT

To ensure your complaint is handled fairly and equitably, we encourage you to describe the event as precisely as possible. Who did what, when, where, how?

It is best to avoid any judgment or interpretation of actions and words. You must describe the event exactly as it occurred and report the words exactly as they were spoken.

Here are a few questions to help you draft your complaint:

- Who did what, when, where, how?
- What were your reactions?
- Did you express your discomfort and refusal regarding the person's behaviour?
- Were there witnesses?
- How did you feel following this behavior?

FOR 05-37

DESCRIPTION OF THE EVENT

Complainant's signature	Date Y M D	Telephone number* Area code

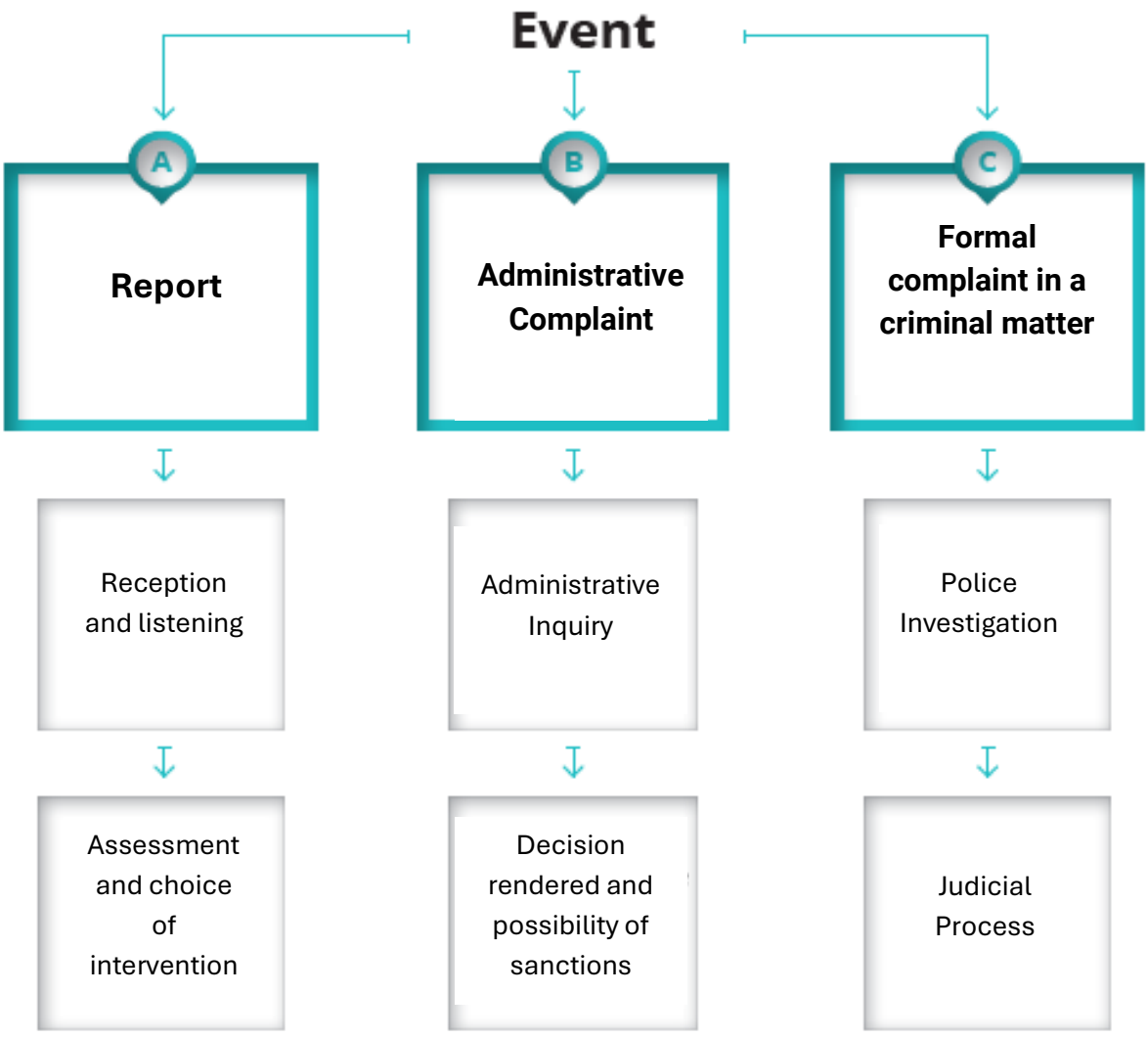
Human Resources Department
March 20, 2023

FOR 05-37

APPENDIX 2

OPTIONS AVAILABLE TO VICTIMS OF SEXUAL VIOLENCE

All options must be made available to the victim, and the choice must be left to them. The victim's choice of one option must not preclude the possibility of them pursuing another option subsequently or concurrently.



APPENDIX 3

HANDLING OF A REPORT

A

Request for consultation OR **Report of a situation of sexual violence**

Reception and listening to the person

Subject to the consent of the victim

Assessment of the situation and choice of intervention
(several interventions may be chosen by the victim and implemented)

Intervention Measures

Accommodation Measures
(E.g. adjustments to working hours or extensions to deadlines for work)

Coaching
(Advice given to the victim to help them resolve the situation themselves)

Alternative restorative measures
(E.g. a meeting between the victim and the accused in the presence of a neutral third party)

Intervention in the workplace
(E.g. raising awareness and providing support in groups where issues of sexual violence have been reported)

Referral, guidance and provision of information to the victim

Filing of a complaint

KEY POINTS

Under the Act to Prevent and Fight Sexual Violence in Higher Education Institutions, the higher education institution must provide intake, referral, psychosocial support and guidance services to anyone who expresses a need for them within a **maximum period of 7 days.**

This table is based on the one on page 129 of the report of the Task Force on Policies and Procedures Pertaining to Sexual Harassment and Violence (GT-PHS) entitled Sexual Harassment and Violence in the University Context , adopted by the Board of Directors of the Bureau de cooperation interuniversitaire (Office for Inter-University Cooperation) on October 14, 2016 and available online at the following address: www.bci-qc.ca/wp-content/uploads/201 7/04/Rapport-GT-PHS-adopte-CA_201 6-1 0-1 4-V-fr-2e-edition-Avril-201 7.pdf. This table has been translated for training purposes only.

APPENDIX 4

HANDLING OF AN ADMINISTRATIVE COMPLAINT

B

Complaint

Assessment of admissibility by the designated resource person (compliance with the scope and field of application of the policy)*

Confirmation with the victim that they wish to proceed with the process

YES

Investigation

NO

End of the process

Individual meetings

→ Victim
→ Accused
→ Witnesses

Conclusions of the investigation

Transmission to the relevant authorities within the educational institution, to the complainant and to the person against whom the complaint is lodged

Decision rendered by the relevant authorities

Implementation of the decision by the relevant authorities

KEY POINT

*Whether or not the complaint is deemed admissible, guidance measures and other intervention options must be offered to the victim.

Under the Act to Prevent and Fight Sexual Violence in Higher Education Institutions, the higher education institution has

90 days to deal with complaints.

The victim may decide at any time to lodge a formal criminal complaint.

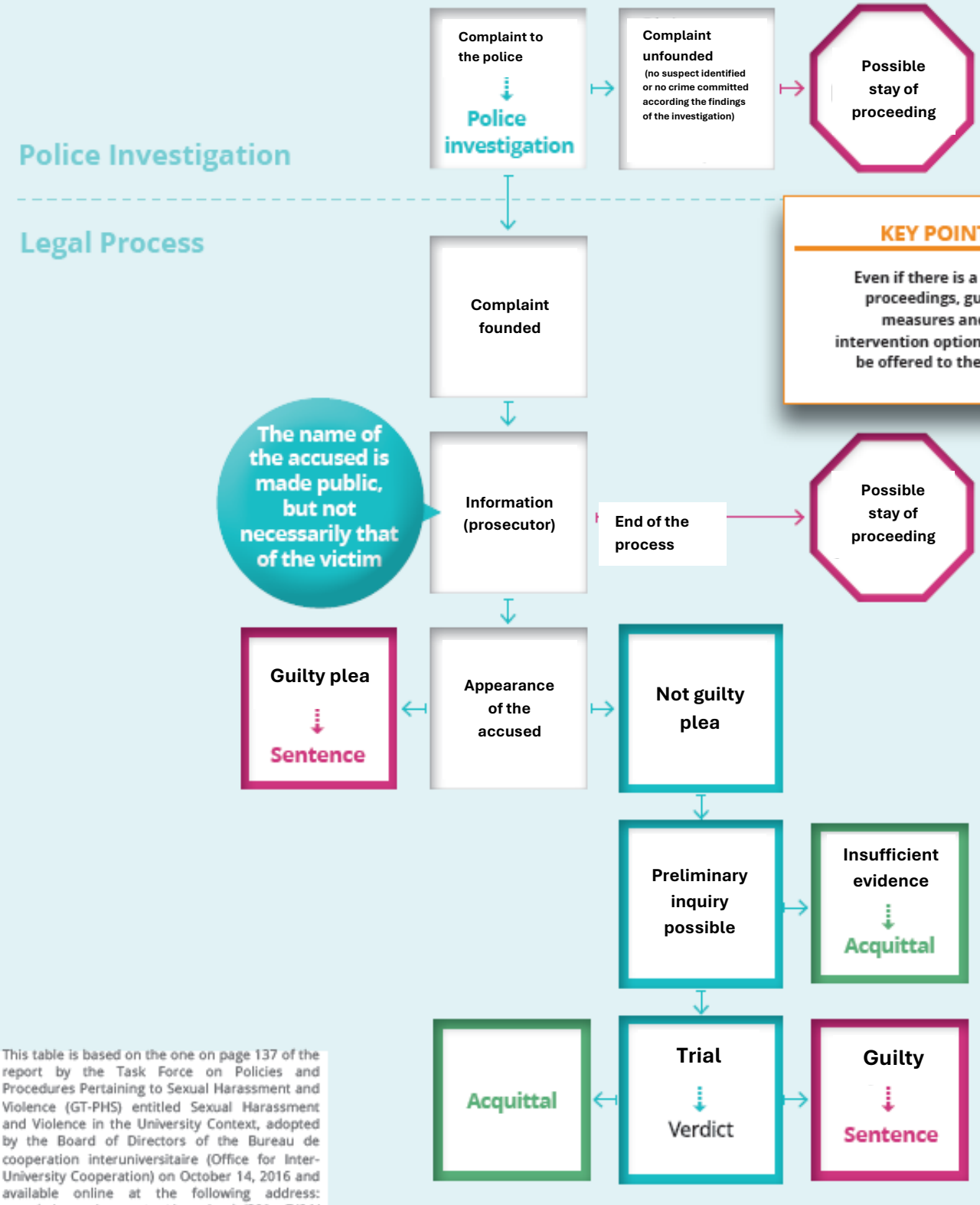
The victim may terminate the process at any time and withdraw their administrative complaint.

Certain confidentiality issues apply (see the relevant section of the Guide).

This table is based on the one appearing on page 130 of the report by the Task Force on Policies and Procedures Pertaining to Sexual Harassment and Violence (GT-PHS) entitled Sexual Harassment and Violence in the University Context, adopted by the Board of Directors of the Bureau de cooperation interuniversitaire (Office for Inter-University Cooperation) on October 14, 2016 and available online at the following address: : www.bci-qc.ca/wp-content/uploads/201 7/04/Rapport-GT-PHS_adopte-CA_201 6-1 0-1 4-V-fr-2e-edition-Avril-201 7.pdf. This table has been translated for training purposes only.

APPENDIX 5

POLICE INVESTIGATION PROCESS AND JUDICIAL PROCESS



This table is based on the one on page 137 of the report by the Task Force on Policies and Procedures Pertaining to Sexual Harassment and Violence (GT-PHS) entitled Sexual Harassment and Violence in the University Context, adopted by the Board of Directors of the Bureau de cooperation interuniversitaire (Office for Inter-University Cooperation) on October 14, 2016 and available online at the following address: www.bci-qc.ca/wp-content/ uploads/201 7/04/ Rapport-GT-PHS_adopte-CA_201 6-1 0-1 4-V-fr-2e-edition-Avril-201 7.pdf.This table has been translated for training purposes only.

APPENDIX 6

Useful References

Internally:

- **Security Post 24 h / 24**
  Telephone Nº: **819 293-8631**, extension **6258**

- **Nurse** → Daytime
  Office telephone Nº: **819 293-8631**, extension **6257**
  Cell phone Nº: **(819) 384-9378**

Externally:

- **Sexual Assault Prevention and Aid Centre** (CALACS):
  Telephone Nº: **1 888 373-1232**

- **Toll-free emergency telephone line of the Director of Criminal and Penal Prosecutions (DCPP)** 24/7: **1 888 933-9007**

- **DCPP information telephone line on filing a complaint with the police**:
  1 877 547-3727

- **Crime Victims Assistance Centre (CAVAC)**:
  www.cavac.qc.ca

- **Info-Aide violence sexuelle (Info-Aide Sexual Violence): Designated centres for medico-social intervention for victims of sexual assault:**
  https://infoaideviolencesexuelle.ca/obtenir-de-laide/centres-designes/

- **Commission des droits de la personne et des droits de la jeunesse Québec (Quebec Human Rights and Youth Rights Commission):**
  https://www.cdpdj.qc.ca/fr/vos-droits/qu-est-ce-que/le-harcelement-sexuel

  Police Services:
  Trois-Rivières: **819 691-2929**
  Nicolet: **(819) 293-4428**

- **For any emergency: 911**

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- **Infosanté: 811**

APPENDIX 7

List of Resource Persons for the Single Point of Contact Service

ENPQ Telephone N°: **819 293-8631**

- Danielle Dontigny – clinical nurse — Ext. **6789**
  danielle.dontigny@enpq.qc.ca
  Human Resources Department

- Stéphanie Ross-Bégin – clinical nurse — Ext. **6257**
  stephanie.ross-begin@enpq.qc.ca
  Human Resources Department

- Valérie Cayouette – clinical nurse — Ext. **6206**
  valerie.cayouette@enpq.qc.ca
  Human Resources Department

- Aaron Ouellet – Training Coordinator — Ext. **6359**
  aouellet@enpq.qc.ca
  Public Security Training Department

- Natacha Ouellet – Training Coordinator – Police Management — Ext. **6337**
  nouellet@enpq.qc.ca
  Advanced Police Training Department

- Geneviève De Grandmont – Human Resources Advisor — Ext. **6016**
  genevieve.degrandmont@enpq.qc.ca
  Human Resources Department

- Mélanie Coutu – Human Resources Advisor — Ext. **6636**
  melanie.coutu@enpq.qc.ca
  Human Resources Department

- Michelle Trudel – Human Resources Advisor — Ext. **6649**
  michelle.trudel@enpq.qc.ca
  Human Resources Department

- Nathalie Gignac – Human Resources Advisor — Ext. **6428**
  ngignac@enpq.qc.ca
  Human Resources Department

- Suzanne Bornais – Human Resources Advisor — Ext. **6373**
  sbornais@enpq.qc.ca
  Human Resources Department

- Marie-Ève Atkinson – Head of the Contract Management and Material Resources Division — Ext. **6864**
  marie-eve.atkinson@enpq.qc.ca
  Direction du soutien administratif et technologique (Administrative and Technological Support Department)

FOR 05-37

- Marie-Claude Frève – Head of Employee Experience Ext. **6304**
  mfreve@enpq.qc.ca
  Human Resources Department

- Patrick Lacombe – Head of the Office of Academic Program Planning Ext. **6587**
  placombe@enpq.qc.ca
  Direction de l'innovation, des affaires académiques et institutionnelles (DIAAI)
  (Innovation, Academic and Institutional Affairs Department)