



**University
of Manitoba**

Office of Human Rights and Conflict Management

204-474-6348 ♦ human.rights@umanitoba.ca

Sexual Violence: A Guide to the Formal Complaint Process for Complainants

Sexual violence can occur between individuals regardless of sexual orientation, gender, gender identity and/or relationship status. Individuals who have experienced sexual violence may experience mental, physical, academic and/or other difficulties. The University of Manitoba is committed to:

- Supporting those who have experienced sexual violence by providing information, referral to counselling and medical care, and appropriate accommodations;
- Ensuring that those who disclose that they have experienced sexual violence are supported and treated with compassion, dignity, and respect throughout the process of disclosure and institutional response;
- Respecting the privacy of individuals who disclose sexual violence and recognize that those individuals are the final decisionmakers about their own best interests subject to the limits of confidentiality;
- Coordinating and communicating among the various departments who are most likely to be involved in the response to sexual violence affecting the University community and implementing interim measures, while ensuring that fairness and due process are respected;
- Engaging in education, awareness, and prevention activities;
- Providing information to the University community about sexual violence on campus; and
- Providing appropriate education and training to the University community about responding to disclosures of sexual violence.

Filing a Formal Complaint

Formal complaints must be submitted in writing to the Office of Human Rights and Conflict Management (OHRCM). The Formal Complaint Guidelines are available on the OHRCM website at http://umanitoba.ca/human_rights/ or for pick up at 201 Allen Building and 229 Brodie Centre. If you are a student, Student Advocacy can assist you in writing the

complaint. If you are a member of a union, your union representative can assist you.

Once a formal complaint is received by the OHRCM, it is submitted to the Human Rights and Conflict Management Officer (HRCMO) for preliminary assessment. The HRCMO will determine if your complaint triggers the *Sexual Violence Policy*. If it does, an investigator will be assigned to launch the investigation under the Policy and *Disclosures and Complaints Procedure*. Your complaint will be shared with the respondent who will be asked to provide a written response to the investigator. The respondent's written response will be shared with you. You and the respondent will be interviewed separately, as will any witnesses that are named by either you or the respondent.

Upon completion of the investigation the investigator provides a written report which sets out the allegation(s), the information obtained, and a conclusion as to whether the *Sexual Violence Policy* has been breached. If no breach has been found, the complaint is then dismissed.

If a breach has been found the designated officer will determine the appropriate disposition of the matter (e.g., staff or student discipline). It is at the discretion of the designated officer if the report will be released to the parties.

The complainant and the respondent will receive a letter from the designated officer advising of the finding in the matter.

For More Information

You can contact the OHRCM:

- Phone: 204-474-6348 (confidential voicemail)
- Email: human.rights@umanitoba.ca
- Website: http://umanitoba.ca/human_rights

You can review the following policies and procedure:

- [*The Respectful Work and Learning Environment \(RWLE\) Policy*](#)
- [*The Sexual Violence \(SV\) Policy*](#)
- [*The Disclosures and Complaints Procedure*](#)