

# SEXUAL VIOLENCE REPORTING PROCESS

Reporting is **not** mandatory. Support is available to anyone that makes a disclosure.

## 1. REACHING OUT



If a student has experienced sexual violence, the first step is emailing [disclosures@capilano.ca](mailto:disclosures@capilano.ca) or calling 604 986 1911, ext. 3046 to connect with a Student Support Advisor (SSA). SSAs can explore your support needs and provide information on reporting options.

A survivor choosing to report is called "**complainant**"



## 2. REFERRAL TO SRRA

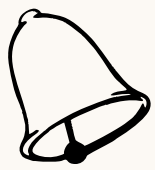
If the survivor chooses to report, they will be referred to the Student Rights and Responsibilities Advisor (SRRA) who will meet with the complainant and/or SSA and evaluate if the incident falls under the scope of Sexual Violence Policy.



Investigation process is **confidential & violence/trauma-informed**

## 3. INVESTIGATION

If there is a potential policy violation, a formal investigation will follow, with consent from the complainant. The investigation is typically conducted by SRRA. Interim measures may be imposed for the safety of the individuals involved.



## 4. NOTICE OF INVESTIGATION

The respondent will receive a notice of investigation email in which they find the details of the allegation, interim measures, and support resources.

The person against whom a report of sexual violence has been made is called "**respondent**"



## 5. SRRA CONTACTS THE RESPONDENT

The SRRA will contact the respondent to provide the report, answer any questions about the investigation, and go over interim measures (if any) before the meeting.

Breaking the interim measures, or confidentiality of the investigation can lead to **punitive measures**.



## 6. SRRA MEETS THE RESPONDENT

The SRRA will meet the respondent to hear their response to the report and any information they want to share, and provide support options.



## 7. FIVE-DAY PERIOD

Both the complainant and the respondent will be given 5 business days to provide any additional information relevant to the investigation such as online communications or other forms of evidence, if any.

Both the complainant's & respondent's rights will be respected **throughout the process**.



## 8. DETERMINATION OF OUTCOME

Based on the findings of the investigation, if the incident of sexual violence is more likely than not to have occurred, a decision will be made by AVP Student Success and communicated to both parties. Both parties have the right to appeal, should they wish.