

The 2017 Annual Report

Simon Fraser University Sexual Violence and Misconduct Policy

I. Introduction and Acknowledgement

Sexual violence and misconduct is an unfortunate reality on post-secondary campuses and is never acceptable. SFU is deeply committed to providing members of the University Community with a safer, supportive and respectful environment in which to live, learn and work.

This report is required under British Columbia's Sexual Violence and Misconduct Policy Act, which required the University to establish and implement a sexual misconduct policy by May 19th, 2017, and SFU's Sexual Violence and Misconduct Prevention, Education and Support Policy (GP 44), which was approved by the University's Board of Governors on March 30th, 2017.

While the University considered issues related to implementation prior to the Board approving GP 44, implementation began as soon as the Policy was approved. During the period of April 2017 to January 2018, the University operated under transitional procedures while it engaged in the detailed operational planning necessary to fully implement the new Policy and open the Sexual Violence Support & Prevention Office ("the Office"). This inaugural report is a useful benchmark for the University Community to gain an understanding of the impact and potential impact that the Office will have through its work with and for the University Community.

The Office recognizes that education and support surrounding sexual violence and misconduct has been ongoing and pre-dates the Office and the Policy development. We would like to express deep gratitude to all those who have been part of building towards where we are today. Your energy, dedication and persistence has given us a strong foundation from which to build and grow.

We acknowledge the Squamish (Sḵw̱xwú7mesh Úxwumixw), Musqueam (xʷməθkʷəy̓əm), Tsleil-Waututh (səlilwətaʔ), Katzie (q̓íçəy̓), and Kwikw̱tlem (kʷikʷəłəm) peoples, on whose traditional territories Simon Fraser University's three campuses stand.

II. Executive Summary

The Sexual Violence Support & Prevention Office ("the Office") provides support and education services to the SFU University Community. The Office provides ongoing, confidential and free support for University Community members including students, staff and faculty, who are impacted by sexual violence. Anyone impacted by sexual violence can receive support regardless of when or where the incident took place. That is to say that the number of disclosures that the Office receives may not reflect the number of incidents occurring in our University Community or among members of our University Community. The Office provides coordinated access to other SFU services to minimize the retelling of one's experience and works from a Survivor centered and trauma-informed approach that empowers Survivors to choose what their support needs are. The Office provides support to all of SFU's campuses including Surrey, Burnaby,

Vancouver as well as those community members attending and working at the Great Northern Way campus.

The Office is committed to fostering a culture of care, consent and respect at SFU, which includes education and prevention services. Sexual violence prevention requires a holistic approach that takes a Survivor centered and trauma-informed lens. SFU's educational approach is one that looks to develop a comprehensive strategy composed of educational components that equip students, faculty and staff with the awareness, knowledge and skills required to make social change.

III. Implementation

On March 30th, 2017 the University's Board of Governors approved the *Sexual Violence and Misconduct Prevention, Education and Support Policy* (GP 44) and solidified its commitment to addressing sexual violence and misconduct through education and prevention programs and by providing support for individuals affected, as well as responding appropriately to incidents when they occur. Recognizing that a large part of realizing the aspirations articulated in GP 44 and the creation of the "Central Resource Office", the University operated under transitional procedures so that it could engage in the detailed operational planning necessary to implement the new Policy.

The policy is administered under the authority of the Vice-President, Academic and Provost and the Sexual Violence Support & Prevention Office report administratively to the Vice-Provost Students and International who works with the Associate Vice-President, Human Resources and the Executive Director, Faculty Relations to assure the smooth functioning of the Office within the SFU administrative structure. The Sexual Violence Support & Prevention Office provides a number of functions including being the responsible office for reporting incidents of sexual violence and misconduct. Faculty Relations, Human Resources and Student Services are the departments responsible for investigating and managing Reports where the respondent is SFU faculty, staff or a student.

A. Transitional Period – March-August 2017

From May 1st, 2017 to August 31st, 2017, the Vice-President Academic & Provost appointed a Special Advisor to work on issues relating to the implementation of the Policy including finding physical space for the Office and hiring its first Director. A number of procedural issues needed to be addressed to meet the requirements of GP 44 including the procedures related to both disclosures and reports of sexual violence, the specific roles of Human Resources, Faculty Relations, and Student Services. In addition, there was a myriad of issues related to managing investigations and fulfilling our obligations under BC's *Freedom of Information and Protection of Privacy Act*. During the same period, the University had three staff working on education and prevention by offering workshops, on-line materials and large-scale awareness campaigns with a particular emphasis on new members of the University Community.

B. Establishing the Sexual Violence Support & Prevention Office

From October 2017 to January 2018, the University engaged in a number of search committees to recruit and hire four new staff for the Office. In October 2017, the Office's Director joined the University and was subsequently joined by one Case Manager in early January 2018, Educator in mid-January 2018 and a second Case Manager in late January 2018. Once the staff were hired and onboarded, the University moved from operating under its transitional procedures to GP 44 and officially opened the Office on February 1st, 2018.

The Office is currently located on the Burnaby Campus, in the lower level of the Diamond Alumni Centre, room 014. The new location is a private and welcoming space for those accessing support and educational services. The Office provides support to all of SFU's campus communities including Surrey, Burnaby, Vancouver as well as those community members attending and working at the Great Northern Way campus. Staff members are available by phone, electronic communications and for scheduled in-person meetings.

1. Staffing

The office is staffed by four individuals, the Director who oversees the daily operations of the Office, the Educator who is responsible for developing, supporting and facilitating the Office's education and awareness programming, two Case Managers who support SFU community members impacted by sexual violence and misconduct. In addition to these positions, the Office works in partnership with SFU's Health & Counselling Services in supporting a Clinical Counsellor who specializes in providing support to individuals impacted by sexual violence.

2. Budget

The budget in 2017/18, for these activities was \$373,961 and included all expenditure from May 1st, 2017 to March 31st, 2018. Presently, the Office is comprised of two continuing staff positions, two temporary staff positions and one continuing Sexual Violence Counsellor positions funded by the Office and located in SFU's Health & Counselling Services.

3. Operating Procedures

The Office is open Monday to Friday from 9am to 4:30pm during which time all staff are available to provide support, education and consultation services. During office hours, two Case Managers are available to provide support to SFU community members impacted by sexual violence and misconduct via phone, email, text and in-person meetings. The Office has established drop-in hours at the Burnaby Campus to ensure that if someone drops-in, a Case Manager or support person is available to assist.

All of our staff members are available to meet community members where they are most comfortable whether accessing support, educational or consultation services. While the Office is physically located on the Burnaby Campus, all staff are available to travel to the Surrey, Vancouver and Great Northern Way campuses when requested. Meetings may also occur at locations off campus, and staff will travel to other agencies (police stations, hospitals, court) as needed.

C. Trauma-Informed Support

The Sexual Violence Support & Prevention Office is committed to engaging in trauma-informed practice and in supporting the social change required to implement this approach. Sexual violence and misconduct can be a traumatic experience and trauma affect different people in different ways. Taking a trauma-informed approach means recognizing the different ways that trauma impacts people and the importance of working with individuals in empowering ways that nurture hope, emphasizes strengths and fosters resilience. Being trauma-informed means normalizing the ways in which people respond to trauma and choose to cope. A trauma-informed approach maintains a Survivor's confidentiality, consent, control and choice in the process of disclosure or making a report. It includes believing a Survivor and empowering them to make the choices that are right for them in their healing process, increasing their sense of safety and fostering connections with informal or formal supports as well as services.

All employees working within the Office have enhanced training and understanding of trauma-informed approaches, applications and processes. The Office is committed to engaging in ongoing learning to increase awareness and competencies to ensure University Community members are more holistically supported.

D. Working Relationship with On- and Off-Campus Resources

The Office works extensively with offices, organizations, services both on and off campus. Some of our on-campus partnerships include Health & Counselling Services, Residence & Housing, Campus Public Safety, International Student Services, Indigenous Student Centre, Recreation and Athletics, Simon Fraser Student Society (SFSS), Graduate Student Society (GSS), SFSS Women's Centre, SFSS Out On Campus, GSWS Student Union, Interfaith Centre, Centre for Students with Disabilities, the Human Rights Office, the Ombudsperson, Student Conduct Office, Human Resources, Faculty Relations, and members of the Equity, Diversity and Inclusion initiatives (students, faculty and staff) as well as numerous faculties and other departments on campus.

Similarly, our off-campus relationships include, Women Against Violence Against Women (WAVAW), Network to Eliminate Violence in Relationships (NEVR), Mosaic, Police Victim Services, lower mainland police agencies, BC Prosecution Service, Vancouver General Hospital's Sexual Assault Service, West Coast LEAF, Metro Vancouver Transit Police and The Research Universities' Council of British Columbia (RUCBC) members (UBC, University of Victoria, Royal Roads University, University of Northern British Columbia, Thompson Rivers University) as well as many other support services and agencies.

This is by no means an exhaustive list and we look forward to building and strengthening our relationships with resources both on and off campus.

E. Communication Strategy

The Office has been engaged with a number of communications tactics during this report's timeframe. From January 2018 to March 2018 the Office developed and launched a new website that strives to use Survivor centered and accessible language, whilst being interactive and engaging.

Secondly, the Office was in the preliminary stages of developing its 2018/19 Communications Strategic Plan in partnership with University Communications. This strategic plan will act as a foundation for ongoing communications planning, outlining key goals, values and tone of the Office, while striving to engage the differing needs of SFU community members. This plan will outline research-based strategies for engaging the University Community, recognizing the unique approaches required when communicating about issues of sexual violence intervention, prevention and support.

Thirdly, the Office developed and disseminated information about the opening of the Office and the implementation of GP 44 for February 1, 2018 and issued an email broadcast when the Office moved to its permanent home in the lower level of the Diamond Alumni Centre, room 014.

Finally, the Office developed a number of promotional and educational materials including a support services pamphlet, a two page insert for staff and faculty outlining their role in responding to disclosures of sexual violence, promotional materials to support the Consent Matters campaign and posters as well as digital signs and buttons to help raise awareness about Sexual Assault Awareness Month, which took place in March 2018.

F. Community Outreach: Awareness, Education and Training Initiatives

The Office's educational approach seeks to develop a comprehensive strategy that equips students, faculty and staff with the awareness, knowledge and skills required to make social change. Students, staff and faculty are welcome to participate in learning opportunities which include such topics as active bystander intervention & empowering actions; consent, healthy relationships & boundaries; responding to disclosures of sexual violence & supporting Survivors; and the roots of sexual violence. One of the critical keys to sexual violence prevention is education, which starts with creating an awareness and understanding of the issue in a way that is accessible for all audiences that are a part of our University Community.

Prior to January 2018, there was a small team of staff developing and facilitating sexual violence intervention, prevention and support education. This work created a solid foundation from which the Office will continue to grow. This work includes the development of the Consent Matters annual campaign, the creation of the Active Bystander Network peer program and the development of introductory training on Active Bystander Intervention and How to Respond to a Disclosure of Sexual Violence.

Below is a short summation of the workshops delivered and the number of people in attendance.

Table 1: Workshops: January 2018 to March 2018

Workshops	Number of sessions	People in attendance
SVSPO and GP 44 Information Sessions	3	53
Responding to Disclosures Workshop	7	113
Active Bystander Training	4	48
Engagement Events	5	238

While the Office offers specific workshops and educational opportunities, it also supports the work of other units who undertake sexual violence prevention education. Sexual violence intervention, support and prevention education is being integrated with a number of units across the University including orientation for new staff, faculty and students, residence and housing, international student services and athletic & recreation.

The Office has developed a one-year plan for education and prevention, which includes the continuation and updating of some of the historic programming while looking to identify gaps in existing programming based on research and best practices. The approach to implementing this plan will be collaborative, working with key campus stakeholders for consultation. The education and prevention goals for the upcoming academic year include:

- Raise awareness of GP 44 and the SVSPO’s services and supports
- Update and develop programming and curriculum for key campus groups including Residence and Housing, Campus Public Safety and Recreation & Athletics
- Campus-wide promotion and implementation of Responding to Disclosures of Sexual Violence training for faculty, staff and student leaders
- Build capacity of the Active Bystander Network peer program to facilitate peer training on Active Bystander Intervention
- Plan and implement Sexual Assault Awareness Month for January 2019
- Develop pre-arrival and orientation programming for incoming students on consent and healthy relationships
- Develop assessment and evaluation tools to begin to gauge the impact and efficacy of the Office’s educational initiatives, workshops and programs

G. Advisory Panel

In March 2018 we finalized the Advisory Panel's terms of reference and are presently in the process of inviting community members to join the Advisory Panel.

H. Amending Related University Policy and Procedure

With the approval and implementation of the Policy it was evident that other Policies would have to be revisited and in particular the *Code of Academic Integrity and Good Conduct* (S.10.01). While the present Policy prohibits behaviour that endangers or threatens the health and safety of any individual the issues of sexual violence and misconduct can be outlined more prominently. In addition, the present Policy addresses both academic misconduct (e.g., cheating, plagiarism, etc.) in the same policy as other forms of misconduct (e.g., harm to others, damage to property, etc.) and it is evident that the procedures for general misconduct need to be modified to strengthen the University's ability to respond and assure the fair treatment of complainant and respondents alike. The Board can anticipate revised policies coming forward.

IV. Annual Statistics

For the purposes of this reporting period, the statistics outlined below reflect both the reporting period of February 2018 to March 2018 as well as the period from April 2017 to January 2018 while the University was operating under transitional procedures.

Please note that reporting by categories will only occur when the number of incidences is greater than 5 to prevent inadvertently identifying individuals.

A. Definitions

The following definitions were drawn from SFU *Sexual Violence and Misconduct Prevention, Education and Support Policy* (GP 44). For a more detailed list of definitions visit <https://www.sfu.ca/policies/gazette/general/gp44.html>.

Sexual violence and misconduct is an umbrella term that encompasses a broad range of behaviour. It means a sexual act or an act targeting a person's sexuality, gender identity or gender expression that is committed, threatened or attempted against a person without the person's Consent. Such behaviour may or may not involve physical contact. It includes but is not limited to: sexual assault, sexual exploitation, sexual harassment, stalking, indecent exposure, voyeurism, and the distribution of sexually explicit photographs or videos of a person without their Consent.

Disclosure occurs when a Survivor tells a member of the University Community that they have experienced Sexual Violence and Misconduct.

Survivor means a member of the University Community who identifies as someone who has experienced Sexual Violence and Misconduct. The University recognizes that an individual may not wish to use the term Survivor and will therefore respect an individual's preferred term, such as Complainant, Victim, or Discloser, in its interactions with that person. A Survivor can access

confidential assistance and support, referrals and information from the Sexual Violence Support and Prevention Office, and can request accommodation as defined in this policy, regardless of where or when the Sexual Violence and Misconduct occurred or the parties involved.

Report means a Survivor telling the Sexual Violence Support and Prevention Office about an incident of Sexual Violence and Misconduct with the intention of initiating a process.

Respondent means a member or members of the University Community against whom a Report has been made pursuant to this policy.

University Community means all students and employees of the University and all people who have a status at the University mandated by legislation or other University policies, including research assistants, post-doctoral fellows, members of Senate and the Board of Governors, volunteers, visiting and emeritus faculty, and visiting researchers.

Consultation by University Community Members refers to the instances where we have supported a member of the University Community who is indirectly impacted by sexual violence and misconduct and includes students, staff and faculty members supporting someone who disclosed to them.

B. Intakes

We know that sexualized violence is underreported due to the multiple barriers people experience in sharing their experience and that there will be many more disclosures made across campus. Every effort will be made to encourage Survivors and those impacted by sexual violence and misconduct to connect with the Office to access coordinated supports, access to resources and explore reporting options available through the policy. We anticipate that as the Office becomes more established, and as more training programs and prevention initiatives are initiated, the number of disclosures made will increase. The Office is committed to building relationships to support the increase of University Community members accessing services.

The table below summarizes the activity related to Disclosures, Consultations, and Reports for the past year. Intakes that occurred while the University was operating under transitional procedures are separated from those dealt with by the Office. It is important to note that if a case involved an initial Disclosures and subsequent Report, both are included in these statistics. Similarly, some consultations with Community Members may also involve the same incidents shared by Survivors during a disclosure, therefore, each number counted is not necessarily a unique instance of sexual violence and misconduct.

Table 2: Intake type

Intake type	April 2017 – January 2018	February 2018 – March 2018
Disclosure	28*	15
Consultation with Community Member	4**	9
Report	2***	2

Note: Between April 2017 to January 2018 the University was operating under transitional procedures

*Campus Public Safety took in and supported disclosures made by Survivors of sexual violence and misconduct.

**Student Services supported Consultations with Community Members.

***Reports were recorded by Campus Security and tracked by the Office of the Vice Provost & Associate Vice-President, Students and International.

C. Type of Assistance, Support and Referrals by Survivor, Respondent and Consultations by University Community Members

Various needs are identified during an intake or throughout ongoing discussions with individuals impacted by sexual violence and misconduct. The following is a breakdown of supports and services offered or provided to individuals seeking support through the Office during the two-month period, February 2018 to March 2018. As previously stated, there was much activity surrounding education and prevention at the University however detailed statistics were not maintained. The supports listed are grouped by broad categories, and a large number of assistance options are available within those categories. For example, “police” may include arranging a meeting with police, transportation to a police station, accompaniment for reporting to police, etc. Many other types of assistance are provided by the Office, such as court accompaniment, medical accompaniment, collaboratively working on goals that have been identified as meaningful to the Survivor and facilitating connection with appropriate on and/or off-campus resources as part of this process. Individuals who connected with the Office during this two-month period were affiliated with SFU’s University Community as follows:

Table 3: Types of Assistance: February 2018 to March 2018

Types of assistance	Count
Academic accommodations	7
Counselling, referral/streamlining	15
Police	8
Victim Services	3
Safety planning	4
Review of reporting options	14
Total	51

Table 4: Affiliation type: February 2018 to March 2018

Affiliation type	Count
Undergraduate student	17
Graduate student	1
Faculty member	3
Staff member	5
Total	26

Note: Reporting by categories will only occur when the number of incidences is greater than 5 to prevent inadvertently identifying individuals. With issues of confidentiality in mind, in this section, we did not outline the type of assistance, support and referrals made by Survivor, respondent and consultation by University Community member.

D. Reports by Jurisdiction and Category of Complainant and Respondent

Two Reports were made while the University was operating under transitional procedures and two Reports during the two-month period after the Office became operational. All four Reports were made under the jurisdiction of the Policy.

Note: Reporting by categories will only occur when the number of incidences is greater than five to prevent inadvertently identifying individuals.

E. Investigations in Progress, Completed and Outcomes

Two Reports were made while the University was operating under transitional procedures and two Reports during the two-month period after the Office became operational. In all cases, the University has acted on those in accordance with the Policy.

The Policy contemplates options for both informal resolution and a formal process, which may involve internal or external investigators who would provide their reports back to the University whereupon the University will determine whether or not there were breaches and, if warranted, would impose sanctions.

Note: Reporting detailed information will only occur when the number of incidences is greater than five to prevent inadvertently identifying individuals.

V. Future Priorities

The Sexual Violence Support & Prevention Office has a number of future priorities. In the short term, the Office will finalize the development of its 2018/19 Communications Strategic Plan. The plan will outline research-based strategies for engaging the University Community, recognizing the unique approaches required when communicating about issues of sexual violence intervention, prevention and support.

In the midterm, the Office will be engaged in the development of a long-term strategic vision for the Office's educational programming. This will involve a robust consultation with the University Community to assess impact and engagement of already developed programming and to identify areas for growth and development. This collaborative strategic planning process will address how to build capacity across the institution so that more community members have the knowledge, skill set and approach to take on sexual violence education within their various units and communities.

Finally, the Office looks forward to finalizing its Advisory Panel by the end of Summer 2018.

VI. Concluding Comments

The Sexual Violence Support & Prevention Office is in its first year of operations. To date, we have heard positive feedback from our community about the Office and the work that we are presently engaged with. We look forward to exploring new ways to engage with SFU University Community members to ensure that the support, outreach and educational services are meeting the needs of our robust and dynamic community.