

REFINED/UNDIGNIFIED DANCE MINISTRY

COMPLAINT (DISCRIMINATION, HARASSMENT, RETALIATION AND OTHER MISCONDUCT) POLICY AND FORM

APPROVED BY: RU Board of Directors: TBA

REVIEW BY:

Refined/Undignified Dance Ministry Incorporated is committed to providing an environment free from discrimination, harassment, retaliation, and other misconduct. Refined/Undignified Anti-Harassment Policy and Mission and Member Handbook outline Refined/Undignified's prohibitions against discrimination, harassment, retaliation, and other misconduct. These policies can be found on Refined/Undignified's website with all other policies.

www.refinedundignified.com

Refined/Undignified is further committed to providing members, alumni and outside persons with a means to share their concerns and officially register complaints about any staff or member.

This Policy and Form does NOT alleviate or replace the need to report a vulnerable person in need of protection or of a suspected or alleged crime.

This Policy and Form is not intended to take the place of criminal investigations by law enforcement and does not in any way preclude or discourage anyone from reporting matters to the civil authorities and law enforcement.

Any person can report discrimination, harassment, retaliation, or other misconduct, whether as a victim or a witness. This policy provides the procedure to report this prohibited conduct. One option for reporting discrimination, harassment, retaliation, or other misconduct is to complete this form and provide it to the Chair of the Board of Directors, email contact found on the Refined/Undignified website; www.refinedundignified.com.

It is important to be as specific as possible in your complaint so that Refined/Undignified can thoroughly investigate the conduct and take prompt corrective action, as is necessary. Include all known information about the complaint, including the identity of any witnesses with knowledge of the allegations or offences and any other known evidence related to the complaint. You are not limited to the space provided. Refined/Undignified encourages you to attach any

additional materials that may assist us in investigating the claim. If you are reporting as a witness, make sure to identify who the victim is.

Please note that a group of people may delegate one or more of its members to voice a complaint on its behalf. However, no one shall initiate a complaint on behalf of another person or persons without the written permission of the person(s).

This form must be signed and dated by you to be considered an official complaint.

To investigate the complaint, members of the Refined/Undignified Board will need to interview you, those subject to the alleged discrimination, harassment, retaliation, or other misconduct, the alleged offender[s], and any known witnesses. However, the Board will notify all individuals involved that the investigation is confidential to the extent permitted by law and make clear that unauthorized disclosures could result in disciplinary action.

If a student prefers to engage in-person with the RU Board regarding their concern, the following procedure applies for the initial in-person or virtual person-to-person meeting.

In-Person Complaint Procedure

1. Student sets up a meeting with a Board Representative to review the complaint;
2. At the meeting, the person states the complaint clearly, preferably in writing. If the complaint is made in writing, the Board Representative retains a copy;
3. The Board Representative listens to the concerns of the person and seeks clarification or further details if necessary;
4. The Board Representative takes detailed notes during the meeting;
5. The Board Representative and person may explore ways to resolve the concern and create a written record of the proposed solution(s) for reference and for the Board Representative consideration as appropriate.

If a RU staff or Board member, becomes aware of a student complaint, they shall advise the victim or witnesses to follow the steps outlined in this policy.

COMPLAINT FORM

Student Name: _____

Employee Name/Title: _____

Today's Date: _____ Incident Date(s): _____

Incident Location: _____

Identify the individual(s) who participated in discrimination, harassment, retaliation, or misconduct:

Identify the individual(s) subject to the discrimination, harassment, retaliation, or misconduct:

Identify (to the best of your knowledge) when the discrimination, harassment, retaliation, or misconduct occurred. If it occurred over a period of time or continues to occur, identify that period of time:

Describe in detail the facts that form the basis of this complaint. Attach additional sheets of paper if necessary:

Has anyone else witnessed the conduct? To the best of your knowledge, please identify those individuals and describe their scope of knowledge of the conduct:

Are you aware of any other evidence (for example documents, photographs, emails, video recordings) that substantiate the complaint? To the best of your knowledge, please identify and describe any such evidence. If possible attach any such evidence to this complaint.

Has there been any action taken to try and stop the alleged conduct? If so, please describe the action taken and what resulted:

Have you previously reported or complained about the conduct or any other discrimination, harassment, retaliation, or misconduct while attending Briercrest? If so, please identify the person you reported the conduct to, the approximate date of the report, and the resolution:

How would you like to see the situation resolved?

I acknowledge that I have read and understood the above information. I certify that to the best of my knowledge, the information I have provided on this form is accurate. I understand and acknowledge that a copy of this complaint and any attachments may be provided to the alleged offender(s). I also understand that this complaint and any attachments may be viewed by appropriate administrators and other witnesses involved in the investigation of this complaint. I am willing to fully cooperate in this investigation.

Student Signature

Signature of RU Board Representative or other staff member receiving the complaint

Date _____