# BCMB Equity, Diversity and Inclusion Committee (BCMB EDI) Standard Operating Procedures (SOPs)

Approved by the EDI Committee on 30-September-2021

## Definitions

1) "BCMB EDI" – the Department of Biochemistry and Microbiology (BCMB) EDI committee.
2) "BCMB EDI member"– a person from one of the BCMB representative groups on the BCMB EDI Committee.
3) "Department of Biochemistry and Microbiology representative groups" – faculty members, staff members, researchers in faculty research groups, graduate students and undergraduate students.
4) "BCMB EDI Chair" – the faculty member on the BCMB EDI who is responsible for the implementation of the Terms of Reference, Standard Operating Procedures and Code of Conduct, and who oversees the operation of the EDI Committee.
5) "EDI concern" – an observation of a systemic EDI-related concern (in this context an "EDI-related concern" is defined as an "EDI matter of interest or importance").
6) "EDI suggestion" – an EDI-related suggestion brought forward by a BCMB member which may encompass a suggestion to resolve a systemic EDI-related concern or to improve equity, diversity and inclusion in the Department of Biochemistry and Microbiology. Please note EDI-related concerns or suggestions are different and distinct from an EDI-related disclosure (examples of the latter include, but are not limited to, instances of discrimination, harassment, sexual harassment, sexualized violence, or breach of the BCMB Code of Conduct).
7) "BCMB member" – a person from the Department of Biochemistry and Microbiology representative groups who brings forward an EDI-related suggestion or concern to be considered by BCMB EDI.

## Purpose

The purpose of the Standard Operating Procedures (SOPs) is to describe the process that BCMB EDI Committee members will follow when suggestions or concerns are brought forward by BCMB members relating to equity, diversity and inclusion within the Department of Biochemistry and Microbiology.

## Confidentiality

1) All communications between BCMB EDI members, BCMB members and any other people involved in an EDI discussion should be kept anonymous and where possible, confidential(in keeping with legal and policy obligations).
2) BCMB EDI members will familiarize themselves with the policies on Human Rights, Equity and Fairness GV0200; Discrimination and Harassment GV0205; and Sexualized Violence Prevention and Response GV0245.
3) BCMB EDI members will familiarize themselves with and complete training in UVic's Protection of Privacy Policy and Associated Procedures GV0235.
4) BCMB EDI members will use a UVic email address for all email communications related to BCMB EDI.

## Receiving and processing information related to EDI

1) If BCMB EDI addresses a suggestion or concern referred to BCMB EDI by the Chair of the Department or a BCMB member, the discussion will be only about the actions to be taken to resolve the situation at a departmental level, not at the level of an individual.
2) In the case of a suggestion or concern referred to BCMB EDI by a BCMB member, the BCMB EDI committee will offer, as appropriate, suggestions for resources for the BCMB member but will not be expected to mentor or advise the BCMB member on the EDI matter being discussed.
3) If suggestions or concerns are conveyed via a BCMB EDI member, the BCMB EDI member will ask the BCMB member to outline their goals and optimal outcomes for the EDI matter being reported.

Options include:
  i. report to the BCMB Chair;
  ii. recommendations to be made by the BCMB EDI to the BCMB Chair;
  iii. referral to the EQHR Office where informal and formal processes are available;
  iv. and/or referral to other offices when applicable.
4) EDI suggestions or concerns may be received orally, to the BCMB EDI member's UVic email address, or at the BCMB EDI email address.
5) When receiving an EDI suggestion or concern, BCMB EDI should outline that the discussion will remain confidential with the caveat that members have certain legal obligations (e.g., if there is an imminent risk to health and safety of any UVic community member) and may need to seek advice on how to address certain concerns. If the EDI suggestion or concern is conveyed in a meeting, it should be explained by the BCMB EDI member that the aim of the meeting is to provide a safe place for the suggestion or concern to be heard.
6) The BCMB EDI, as an advisory committee to the BCMB Chair, is unable to accept complaints or disclosures from individuals on EDI matters. It is acknowledged that in some situations a BCMB EDI member will unintentionally receive an EDI disclosure. In this situation the following principles will be followed:
  a. Any BCMB EDI member that receives a sexualized violence disclosure as defined by the UVic policy Sexualized Violence Prevention and Response GV0245 will maintain confidentially and refer those involved to the sexualized violence resource office in Equity in Human Rights (or Campus Security if the disclosure represents an immediate health or safety concern).
  b. In the event of receipt of any other EDI-related disclosure, the BCMB EDI member will maintain confidentiality and ensure the BCMB member is fully aware of the support options available at UVic (listed below in the "Support Options" section).
7) BCMB EDI members do not conduct investigations. The emphasis is on finding paths for enhancing EDI within BCMB and creating a healthy environment for all in the Department of Biochemistry and Microbiology. This approach will be explained to the BCMB member bringing forward an EDI suggestion or concern.

## Support options
1) BCMB faculty and staff members
2) Campus Security Services: https://www.uvic.ca/security/safety/security/index.php
3) Counselling Services (for students): https://www.uvic.ca/services/counselling
4) Employee Family and Assistance Program (for faculty and staff): https://www.morneaushepell.com/ca-en/your-efap
5) EQHR Office: https://www.uvic.ca/equity
6) Sexualized violence resource office in EQHR: https://www.uvic.ca/sexualizedviolence
7) Ombudsperson: https://uvicombudsperson.ca
8) Services (for students): https://www.uvic.ca/services/health/index.php
9) Multifaith Services: https://www.uvic.ca/multifaith.
10) Faculty Association: https://www.uvicfa.ca
11) Faculty Relations: https://www.uvic.ca/vpacademic/administrators/faculty/index.php
12) Human Resources: https://www.uvic.