

MLSC Equity, Diversity and Inclusion Committee (MLSC EDI)

Standard Operating Procedures (SOPs)

Approved by the EDI Committee on 30-September-2021

Definitions

- 1) “MLSC EDI” – the School of Molecular Life Sciences (MLSC) EDI committee.
- 2) “MLSC EDI member” – a person from one of the MLSC representative groups on the MLSC EDI Committee.
- 3) “School of Molecular Life Sciences representative groups” – faculty members, staff members, researchers in faculty research groups, graduate students and undergraduate students.
- 4) “MLSC EDI Chair” – the faculty member on the MLSC 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 MLSC member which may encompass a suggestion to resolve a systemic EDI-related concern or to improve equity, diversity and inclusion in the School of Molecular Life Sciences. 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 MLSC Code of Conduct).
- 7) “MLSC member” – a person from the School of Molecular Life Sciences representative groups who brings forward an EDI-related suggestion or concern to be considered by MLSC EDI.

Purpose

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

Confidentiality

- 1) All communications between MLSC EDI members, MLSC 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) MLSC 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) MLSC EDI members will familiarize themselves with and complete training in UVic's [Protection of Privacy Policy and Associated Procedures GV0235](#).
- 4) MLSC EDI members will use a UVic email address for all email communications related to MLSC EDI.

Receiving and processing information related to EDI

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

Options include:

- i. report to the MLSC Director;
 - ii. recommendations to be made by the MLSC EDI to the MLSC Director;
 - 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 MLSC EDI member's UVic email address, or at the MLSC EDI email address.
 - 5) When receiving an EDI suggestion or concern, MLSC 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 MLSC EDI member that the aim of the meeting is to provide a safe place for the suggestion or concern to be heard.
 - 6) The MLSC EDI, as an advisory committee to the MLSC Director, is unable to accept complaints or disclosures from individuals on EDI matters. It is acknowledged that in some situations a MLSC EDI member will unintentionally receive an EDI disclosure. In this situation the following principles will be followed:

a. Any MLSC EDI member that receives a sexualized violence disclosure as defined by the Uvic policy Sexualized Violence Prevention and Response GV0245 will maintain confidentiality 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 MLSC EDI member will maintain confidentiality and ensure the MLSC member is fully aware of the support options available at UVic (listed below in the “Support Options” section).

7) MLSC EDI members do not conduct investigations. The emphasis is on finding paths for enhancing EDI within MLSC and creating a healthy environment for all in the School of Molecular Life Sciences. This approach will be explained to the MLSC member bringing forward an EDI suggestion or concern.

Support options

1) MLSC 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/caen/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.ca/hr/>