

Step by Step Guide to the Sexualized Violence Prevention and Response Policy (GV0245) Voluntary Resolution Process

- A person who has made a Disclosure or Report to the Sexualized Violence Resource Office (“SVRO”) in the Equity and Human Rights Office (“EQHR”) may, at any time after the Disclosure or Report is made, request that EQHR facilitate a Voluntary Resolution Process (“VRP”).
- A VPR is any voluntary process that may address and/or resolve the matter.
- Filing a Formal Report is not required to initiate a VRP and engaging in a VRP is not necessary before filing a Report.
- EQHR will explore VRP options with the Survivor, and if they want to pursue such a process, will reach out to the Person Alleged to Have Caused Harm to discuss the possibility of a VRP.
- The Survivor, Person Alleged to Have Caused Harm and the University of Victoria (the “University”) must voluntarily agree to the VRP and the process is not initiated until all have agreed.
- The University, through a Response Coordination Team (“RCT”) reserves the right to decline a request for a VRP, if they believe the process may be inappropriate.
- A person against whom a Disclosure or Report has been made may, at any time after they become aware of a Disclosure or Report, request EQHR facilitate a VRP. EQHR would then explore this option with the Survivor.
- When a Formal Report has been made with the purpose of initiating an investigation, the Survivor becomes known as the Complainant, and the Person Alleged to Have Caused Harm becomes known as the Respondent. Either can request a VRP at any time during or after an investigation.
- A VRP is not disciplinary and will not determine whether the Sexualized Violence Prevention and Response Policy (GV0245 – the “Policy”) has been violated.
- A VRP is often designed through a single meeting or series of meetings. When discussing VRP options with EQHR, the Survivor may request a specific option. The Person Alleged to Have Caused Harm will also have input into designing the VRP and agreeing to the process selected. Options for requesting a VRP include, but are not limited to:
 - (a) Requesting support from EQHR in letting the Person Alleged to Have Caused Harm know the alleged behaviour was unwanted.
 - (b) Requesting the Person Alleged to Have Caused Harm to take Consent training or another form of training focussed on Sexualized Violence prevention.



- (c) Seeking a voluntary apology. A voluntary apology by a Respondent is not considered to be an admission of guilt or fault and will not be used as a basis for discipline.
 - (d) Making a non-disciplinary request of the Person Alleged to Have Caused Harm to avoid contact, avoid certain areas of campus, or the like.
 - (e) Making reasonable requests for academic or work-related changes that will not impact academic progress or limit the rights of the other party.
 - (f) Requesting mediation, facilitated conversation, conflict coaching, or any form of culturally supportive and appropriate resolution.
 - (g) Requesting negotiating a Behavioural Agreement or voluntary Letter of Agreement, where appropriate.
- At no point are the parties to a VRP required to meet in person. However, in some cases the parties may agree to a face-to-face facilitated conversation or mediation to address the matter.
 - If a VRP results in a resolution that the Person Alleged to Have Caused Harm, the University, and the Survivor (if participating) agree to, the resolution will be put into writing and signed. A copy of the terms of resolution shall be confidentially retained by EQHR.
 - Participating in a VRP is voluntary and either party may withdraw from the process at any time.
 - The University may terminate the VRP if EQHR or a RCT determines that no useful purpose will be achieved by continuing.
 - If the VRP is terminated by the University, or by the withdrawal of either party, the Survivor may pursue, or the University may initiate or resume, an investigation process.
 - Unless otherwise agreed, the parties will keep the confidentiality of the other person(s) and not share any information they learn about the other solely as a result of the VPR.

