



<b>Sexual and Gender-Based Violence Policy</b>	
<b>Category:</b> Administrative	<b>Approval Date:</b> October 31, 2022
<b>Policy Owners:</b> Vice President Academic and Provost and Chief Human Resources Officer	<b>Effective Date:</b> January 23, 2023
<b>Related Documents</b> Sexual and Gender-Based Violence Response Procedure Appendix A – Contact Information for Services and Supports	<b>Review Period:</b> 3 Years

**IN AN EMERGENCY, CONTACT 911**  
or  
call **403.343.4000** for  
**RED DEER POLYTECHNIC SECURITY**

## PURPOSE

Red Deer Polytechnic is committed to sustaining a safe and respectful environment in which Polytechnic community members can learn, work, and live free from sexual and gender-based violence. This policy is intended to affirm the Polytechnic’s commitment to addressing sexual and gender-based violence through:

- equitable and inclusive education, training, and awareness programs;
- building consent culture;
- questioning and challenging a culture that normalizes, tolerates, trivializes or condones sexual and gender-based violence and shifts blame to those who experienced it (rape culture);
- cultivating a trauma-informed campus that recognizes trauma as involving collective experiences such as colonization, slavery, forced migration, systemic racism, xenophobia, and abuse of power;
- an intersectional lens by recognizing that an individual’s unique circumstance can affect how they experience, talk about, seek help for, grieve or heal from sexual and gender-based violence;

- an effective, fair, and trauma-informed response process that ensures those who disclose or report gender-based or sexual violence incidents are treated with dignity, equity, and cultural humility.

## **SCOPE**

This policy applies to all members of the Polytechnic community.

## **POLICY**

### ***General***

1. Red Deer Polytechnic does not tolerate sexual or gender-based violence. Any violence, physical or psychological, carried out against another person, without their consent, and targeting gender, gender expression, sexual orientation, or gender identity constitutes prohibited conduct.
2. The Polytechnic recognizes that its policies and internal processes are separate from the civil and criminal justice systems. Individuals responding to allegations of sexual and gender-based violence may be subject to the Polytechnic's processes in addition to the justice systems. There may be circumstances where the Polytechnic determines that it is necessary to proceed with its internal processes notwithstanding concurrent civil or criminal proceedings.

### ***Consent***

1. Consent is a voluntary agreement to participate or continue to participate in sexual activity which must be actively communicated through words and actions. The term is more fully defined in the "Definitions" section of this policy.
2. The Polytechnic is committed to providing education on consent and its relationship to sexual and gender-based violence.

### ***Disclosures of Sexual and Gender-Based Violence***

1. The Polytechnic respects the rights of individuals to choose whether to share information about, or the fact of, their experience of sexual and gender-based violence, how they want to disclose, to whom, and when, and whether they want to pursue external processes related to human rights or criminal justice, or any process at all. A disclosure can be made for the purpose of obtaining support or information about making a report. Unlike a formal report, a disclosure does not necessarily result in the initiation of an investigation.
2. An individual who makes a disclosure has the right to access free on-campus support, safety planning, and to request accommodations regardless of whether they decide to elevate the disclosure to a sexual and gender-based violence report ("SGBV report"). This support is available to individuals who are experiencing impacts of historic sexual and gender-based violence that occurred before coming to the Polytechnic. If the impacts of a past incident resurface, employees are encouraged to contact People and Culture, and students are encouraged to contact Counselling Services.
3. There is no time limit to make a disclosure or access support under this policy.

4. The Polytechnic will ensure that it has, or is able to refer individuals to culturally specific services and assistance based on their needs (e.g., RDP Indigenous Student Services, religious organizations, student groups, cultural groups, and the Central Alberta Sexual Assault Support Centre).
5. An individual who makes a disclosure has the right to bring a support person to accompany them to any meetings or proceedings.
6. If a Polytechnic community member receives a disclosure, they should refer the individual to this policy and the available on-campus and off-campus services and supports listed in Appendix A to this policy.
7. The Polytechnic will not tolerate any retaliation, direct, or indirect, against anyone making a disclosure or a report alleging sexual or gender-based violence, or for participating in an investigation. The Polytechnic will ensure it has established procedures to address allegations of retaliation arising from action taken under this policy.

### ***Reporting Sexual and Gender-Based Violence***

1. The Polytechnic ensures its procedures in response to SGBV reports are procedurally fair, trauma-informed, and lessen the risk of re-traumatizing those who are affected.
2. The Polytechnic will respect an individual's right to choose whether to make an SGBV report, how they want to report, and how they want to be involved in the process.
3. For the purposes of this policy, an individual who makes an SGBV report under the Polytechnic's processes may be referred to as a "complainant" during the investigation process; this is not intended to undermine or deny their autonomy in using other self-identifying terms (e.g., survivor or victim).
4. Although there is no time limit to make an SGBV report, the Polytechnic's ability to investigate may be limited depending on the amount of time that has passed.
5. Individuals involved in the response process have the right to:
  - a. be treated with fairness, dignity, and respect;
  - b. receive timely information about referrals to available on- and off-campus support services and resources and the right to access those supports throughout the process;
  - c. timely assistance with safety planning;
  - d. seek guidance from the Students' Association at any time during the process if they are a student;
  - e. seek support, consultation, and representation from their union, People and Culture, or another source of their choosing if they are an employee;
  - f. have the process, including the possible outcomes, explained to them clearly and in accessible language;
  - g. have their personal information kept confidential except when releasing it is required due to external legal proceedings (e.g., criminal or civil matters), and to be informed of this requirement;

- h. to decline to respond to or otherwise participate in the investigation, although the investigators may nevertheless complete the investigation report without that individual's participation;
  - i. be notified that a decision will be made, what is at stake for the individuals involved, and be given sufficient information about what is required from them;
  - j. actively participate in processes involving the determination of interim measures, the investigation of the alleged policy violation, and the determination of any outcome measures or disciplinary action;
  - k. be given an appropriate forum to present their side of the story, their views on the allegations, and to respond to information arising from the investigation;
  - l. to be heard by an impartial and unbiased decision-maker;
  - m. choose whether they want to be accompanied by a support person, and by whom, to meetings, interviews or proceedings;
  - n. receive regular updates about the progress of an investigation, regardless of their level of participation in the process. Updates include estimated timeframes and information about any delays related to the matter;
  - o. be informed of decisions within a reasonable time;
  - p. receive justifiable, transparent, and clear reasons for decisions; and
  - q. receive decisions that fall within a range of reasonable outcomes.
8. The Polytechnic will carry out steps in the investigation and decision-making process as quickly and accurately as possible without compromising reasonable procedural fairness for the respondent and the individual who made the SGBV report ("the parties"). Considering the nature and complexity of some incidents, and situations that may arise beyond the control of those involved, there may be compelling reasons to extend a timeline as long as an extension does not prejudice or harm either of the parties.
  9. All Polytechnic staff involved in the reporting, investigation, and decision-making process will have training in trauma-sensitive practices and they too will have the right to access supports and resources to care for their own well-being.

### ***Accommodations for Making a Disclosure or Report***

1. The Polytechnic adopts an inclusive and flexible approach to providing accommodations to ensure equitable access to the disclosure or reporting process. The Polytechnic works with individuals to accommodate personal support services required for communication, mobility, personal care, or medical needs; for example, an App- or phone-based, or videoconference system will be available for individuals who are unable to make an in-person disclosure or report.
2. Other examples of devices or support services that individuals may require include:
  - a. an interpreter;
  - b. access to communications that are made in writing;
  - c. assistive technology (e.g., a screen reader);
  - d. use of alternative text;

- e. requesting the intake staff member or investigator to meet them in an alternative accessible location;
- f. use of a religious artifact or talking piece during a meeting.

### ***Authority to Investigate***

1. The Polytechnic will investigate the actions of members of the Polytechnic community allegedly occurring
  - a. in or on Polytechnic land and premises or using Polytechnic-owned or Polytechnic-operated property or equipment (e.g., computer, computer network, phone);
  - b. off Polytechnic premises when the member of the Polytechnic community is engaged in
    - i. activities directly connected to the operations of the Polytechnic, or
    - ii. activities that are part of a Polytechnic course, work integrated learning placement, athletic event, participation in research, online meetings related to the operations of the Polytechnic, or an academic or professional conference; or
  - c. off Polytechnic premises including through social media, online communication platforms, remote work applications, or other online methods when the actions, interactions, and behaviours may have a negative impact on a member of the community such that it significantly affects their learning, working, or living environment.
2. If an incident does not meet one or more of the criteria above, the Polytechnic may nevertheless take action to mitigate the impact of the incident on the learning, working, and living environment.
3. Although the Polytechnic does not have jurisdiction to investigate allegations against an individual who is not a member of the Polytechnic community or who is not in a contractual relationship with or otherwise affiliated with the Polytechnic, the Polytechnic retains the right to take appropriate action to safeguard its community in some cases, e.g., banning individuals from Polytechnic premises.

### ***Red Deer Polytechnic-Generated Reports of Sexual and Gender-Based Violence***

1. The Polytechnic may determine in some circumstances that it is necessary to proceed with an investigation without an individual choosing to make an SGBV report. The following are some examples:
  - a. the incident of sexual or gender-based violence is made public, e.g., photos, videos, or disclosures on social media or public websites;
  - b. the individual affected is a minor; in such case cooperation with external agencies and law enforcement is required;
  - c. multiple disclosures are made to the Polytechnic about an identifiable individual's conduct;
  - d. workplace safety is affected;

- e. occupational health and safety legislation or other legislation requires an investigation; and
  - f. the incident is determined to be a threat to the safety of the Polytechnic community.
2. In cases where the Polytechnic is required to act without the consent of an individual impacted by sexual or gender-based violence, they will nevertheless be informed and supported throughout the process.
3. The Polytechnic is committed to establishing processes for creating community safety alerts to inform Polytechnic community members about incidents and safety practices. A procedure will be established for when, how, and why the Polytechnic would make a public statement regarding a case of sexual and gender-based violence.

### ***Interim Measures***

1. The Polytechnic is committed to establishing procedures in relation to interim measures.
2. At any time, an individual may request, or the Polytechnic may determine, that it is fair and reasonable to implement temporary and precautionary measures.
3. The objective of interim measures is not to punish the respondent, or to prejudge the outcome. The Polytechnic recognizes that interim measures can significantly impact individuals who access the campus, e.g. for study, working, living, RDP athletics, or other services or activities. All interim measures decisions will strive to balance the procedural fairness rights of both parties, use trauma-sensitive practices, and consider, on a case-by-case basis, the parties' needs.
4. A decision-maker on interim measures will have training in and will use a trauma-informed approach.
5. The decision-maker on interim measures in a given case will not be the same individual as the investigator or the decision-maker on the outcome of the same case.

### ***Confidentiality***

1. Red Deer Polytechnic will respect the confidentiality of all individuals involved in an SGBV report to the extent possible. If information about an individual must be disclosed to facilitate their access to support services and assistance, the information disclosed will be strictly limited to the details required to provide those services and assistance.
2. The Polytechnic is committed to establishing record-keeping procedures in compliance with privacy legislation.
3. To protect the integrity, fairness and effectiveness of investigations, the Polytechnic will inform those involved about the importance of, and the limits to confidentiality.
4. There are circumstances where the Polytechnic may be required to disclose information within or outside the Polytechnic to address safety concerns, for example,
  - a. an individual is at imminent risk of life-threatening self-harm;
  - b. an individual is at imminent risk of harming another;
  - c. there is reason to believe that others may be at risk of harm;

- d. reporting or some other action is required by law (e.g., police investigation or civil litigation); or
- e. evidence of the reported sexual and gender-based violence is available in the public realm.

### ***Third-Party and Anonymous Reports***

1. The Polytechnic recognizes that individuals may wish to report a sexual or gender-based violence incident without identifying who was affected or they wish to make the SGBV report on behalf of the individual affected.
2. The Polytechnic may be limited in its ability to respond to a third-party or anonymous SGBV report in cases where, for example, there is insufficient information for a respondent to be able to respond to the details of the report, or it cannot be determined whether there was a policy violation without the first-hand evidence of the individual who experienced sexual and gender-based violence.

### ***Substance Use Immunity***

1. The Polytechnic recognizes that those who experience sexual or gender-based violence may not wish to disclose or make an SGBV report due to concerns with drug or alcohol use at the time the gender-based or sexual violence took place.
2. No individual who makes a disclosure or makes an SGBV report will be cited for policy violations in relation to the use of drugs or alcohol during the incident that is the subject of the disclosure or report.

### ***Outcome Measures***

1. The Vice President Academic and Provost and the Chief Human Resources Officer are the decision-makers on outcome measures and will have training in trauma-informed approaches.
2. To provide consistency and transparency, decisions on outcome measures will be reasonable, justifiable, and tailored to the context and circumstances of the respondent's particular behavior.
3. Wherever possible, outcome measures will be approached through an educative, restorative, or transformative lens to reduce re-traumatization.
4. The Polytechnic recognizes and respects Indigenous nationhood and communities who employ a process separate and distinct from the Polytechnic's. In some cases, Elders and families may ultimately determine restrictions of privileges for the respondent in sexual and gender-based violence cases.
5. An individual who is found to have breached this policy may be subject to outcomes up to and including termination of employment, expulsion from the Polytechnic, or termination of any other relationship they have with the Polytechnic.

### **Appeal Process**

1. Faculty or staff may appeal a decision in accordance with the provisions of their collective agreement or the terms and conditions of their employment contract.
2. Student respondents may make an appeal application under the Student Appeals Policy. In such case, the Appeal Panel will consist of two members of the Appeal Panel Roster who have the appropriate education and training. The Panel will be chaired by an independent person external to the Polytechnic community who has the appropriate legal training.

### **Education, Prevention and Awareness**

1. The Polytechnic will implement education, awareness, prevention, and training programs in varied formats and tailored to diverse audiences.
2. The Polytechnic will provide ongoing education and training about the biological, psychological, neurological, and social effects of trauma and sexual and gender-based violence including information on how to respond to disclosures.

### **Annual Reporting**

1. The Polytechnic will, without identifying personal information, track the number of
  - a. requests for services in relation to sexual and gender-based violence;
  - b. SGBV reports received;
  - c. SGBV reports investigated or resolved through an alternative resolution process;
2. Statistics and information about the implementation and effectiveness of this policy will be provided annually to the Red Deer Polytechnic Board of Governors in accordance with its Treatment of Staff and Treatment of Learners policies.

### **Policy Review**

1. The Polytechnic will review this policy and its associated documents every three years, or earlier, as required. Employees and students will be consulted during the review.

### **RELATED POLICIES**

[Accommodations for Students with Disabilities Policy](#)  
[Employee Code of Conduct \(Conflict of Interest, Section 3\)](#)  
Indigenous Initiatives Policy (in development)  
[Respectful Workplace and Learning Environment Policy](#)  
[Safe Disclosure \(Whistleblower\) Policy](#)  
[Student Appeals Policy](#)



## DEFINITIONS<sup>1</sup>

**Accommodation:** adjustments or changes that an individual may receive due to distress to their physical or mental health, and which might negatively impact their ability to complete work duties or coursework, or their ability to focus on their education.<sup>2</sup> Accommodations also assist individuals in accessing the process of making a sexual and gender-based violence report or participating in an investigation.

**Alternative resolution:** a process where both parties and affected community members want to resolve the matter and agree on the actions that will be taken to help the individual who experienced sexual and gender-based violence feel safe. This may include facilitated dialogue or a restorative or transformative justice process, healing or peacemaking circles, ceremonies, or other processes.

**Complainant:** an individual who reports an incident of sexual or gender-based violence with the intent of pursuing Red Deer Polytechnic's investigation process.

**Consent:** a voluntary agreement to participate or continue to participate in sexual activity which must be actively communicated through words or actions.

- a. An individual who is under the legal age of consent as defined in the Canadian Criminal Code cannot consent.
- b. An individual who is incapacitated cannot give voluntary consent. For example, an individual who is asleep or unconscious, or whose intoxication level causes a loss of consciousness or an inability to control their body cannot consent. Evidence that an individual's judgment was impaired by alcohol or drugs is a relevant consideration for determining whether the individual consented to the sexual activity in question.
- c. Individuals cannot give consent if they are unable to understand the nature of the sexual activity or to understand the risks and consequences or are otherwise unable to choose whether to engage in the sexual activity.
- d. One cannot assume or imply that another person's silence, stillness, or passivity means that they consent in the absence of "no". Consent must be actively given.
- e. The initiator of a sexual activity is responsible for obtaining consent for that sexual activity.
- f. Consent obtained through the abuse of a position of trust, power or authority is not voluntary consent. There is a risk that consent is not voluntarily given whenever there is an imbalance or perceived imbalance of power. Where an allegation of sexual or gender-based violence arises in such a relationship, the nature of the relationship will be a significant factor in determining whether there was consent.
- g. Consent obtained through force, misrepresentation, or threats, or due to fear of consequences, violence or retaliation is not voluntary consent.
- h. Consent can be withdrawn by any party at any time during the sexual activity through words or actions. If consent is withdrawn the sexual activity must stop.

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<sup>1</sup> The majority of the definitions in this policy are taken verbatim from or based on those in De Costa, B., Akong, R., & Tuck, E. (2021). *Institutional Complaints Processes Learning Hub: Resources to Support Procedurally Fair, Trauma-Informed Complaints Processes at Post-Secondary Institutions in Canada*. Courage to Act: Addressing and Preventing Gender-Based Violence at Post-Secondary Institutions in Canada.

<sup>2</sup> Liu, C., Flora, P., Gupta, R., Keren, L., Kordich, E., Sharma, S., & Siddiqui, A. (2021). *Supporting International Students Affected by Gender-Based Violence: A Customizable Tool for International Students, Post-Secondary Administrators and Frontline Workers*. Courage to Act: Addressing and Preventing Gender-Based Violence at Post-Secondary Institutions in Canada.

- i. The fact that past consent was given to a sexual, dating, or intimate partner does not mean that consent can be assumed to be given for any future sexual activity.
- j. Consent to one kind of activity does not mean that consent is given for another sexual activity.
- k. Consent cannot be given on behalf of another individual.

The Criminal Code of Canada sets the age of consent to sexual activity at 16 years, with some exceptions. An individual less than 18 years of age cannot consent where there is a relationship of trust, authority, or dependency such as an instructor.

An individual's sexual reputation or history or sexual activity cannot be submitted as evidence to prove that it was likely that consent had been given.

**Consent culture:** a culture in which mutual consent is normalized.

**Disclose or Disclosure:** the act of informing another individual at the Polytechnic about an incident of sexual or gender-based violence, with the intention of obtaining support, and not necessarily for starting an investigation.

**Incapacity/Incapacitated:** the inability to understand the sexual nature of the activity or appreciate the option of saying no to the activity. Under this policy, an individual who is impaired by alcohol or drugs is deemed to be incapable of consenting, as is an individual who is asleep, unconscious, and unable to communicate.

**Interim measures:** temporary restrictions or adjustments implemented to maintain a positive learning, working, and living environment at the Polytechnic. They may be imposed after a disclosure or an SGBV report, a police investigation, or other process.

**Intimidation:** threatening behaviour intended to pressure, manipulate, coerce, or compel another individual to abstain from doing something that they have a right to do under this policy, or to do anything that they have the right to abstain from doing under this policy.

**Intersectional lens:** an approach that recognizes an individual's social identity, gender, gender identity and expression, age, race, colour, ancestry, language, physical ability, mental ability, place of origin, socioeconomic status, immigration status, family status, Indigenous identity, religion, sexual orientation, and unique position within Polytechnic hierarchies, and power relations overlap and uniquely affect how they experience and cope with sexual and gender-based violence.

**No-contact directive:** a requirement that an individual have no direct or indirect contact with one or more other individuals, including but not limited to contact via phone, text, email, social media or contact through a third party.

**Outcome measures:** the conditions, requirements, or resolutions determined by a decision-maker after receiving and reviewing an investigation report. The objective in determining outcome measures is primarily to educate a party, or restore a party, or both, and not to punish them.

**Procedural fairness:** the rule which protects an individual's right to a fair process, i.e. to receive notice of allegations against them; to respond to the allegations before a decision is made; to be heard by unbiased decision-makers; and to receive reasons for the decision.

**Racism:** the belief that one racial group is superior to others and is openly displayed or more deeply rooted in attitudes and stereotypes.

**Rape culture:** the opposite of consent culture. It is an environment in which attitudes, media, and practices normalize, trivialize, or condone sexual and gender-based violence.

**Red Deer Polytechnic community:** includes credit and non-credit students; faculty; staff; individuals who are employed under contract with the Polytechnic; volunteers; alumni; anyone

who resides on campus because of their relationship with the Polytechnic; and anyone contractually required to comply with this policy.

**Red Deer Polytechnic premises:** Polytechnic owned, leased, rented or controlled buildings, residences, grounds and vehicles.

**Report/to report:** information, or the act of informing another individual at the Polytechnic about an incident of sexual or gender-based violence with the expectation that the Polytechnic will investigate.

**Respondent:** a member of the Polytechnic community alleged to have committed an act or acts of sexual and gender-based violence.

**Restorative justice:** an approach to justice that seeks to repair harm by providing an opportunity for those harmed and those who take responsibility for the harm to communicate about and address their needs in the aftermath of a crime.<sup>3</sup>

**Retaliation:** threats or intimidation that is intended to discourage an individual from seeking support or other services or making a disclosure or report of sexual and gender-based violence, or participating in an investigation under this policy.

**Sexual and gender-based violence:** any violence, physical or psychological, carried out against another individual without their consent and targeting gender, gender expression, sexual orientation, or gender identity. Examples of sexual and gender-based violence include

- sexual assault;
- sexual exploitation;
- sexual harassment;
- stalking that targets an individual based on gender, gender expression, sexual orientation or gender identity;
- threats of self-harm in order to coerce sex;
- indecent exposure;
- human trafficking;
- sexual extortion (blackmail) also referred to as “sextortion”
- non-consensual distribution or publication of another individual’s private sexual images or videos;
- online violence or technology-facilitated violence;
- stealthing or non-consensual condom removal; and
- voyeurism.

**Sexual assault:** a criminal offence involving non-consensual sexual contact. Examples of sexual assault include unwanted kissing, groping, fondling, touching, oral sex, vaginal or anal penetration, and penetration with any object or body part.

**Sexual harassment:** includes:

- repeated and unwanted or demeaning remarks, behaviours, or communications of a sexual nature or of a nature that promotes gender-based violence;
- a sufficiently serious single incident of a sexual nature or of a nature that promotes gender-based violence; and

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<sup>3</sup> Federal-Provincial-Territorial Ministers Responsible for Justice and Public Safety (2018). *Principles and Guidelines for Restorative Practice in the Criminal Matters*. <https://scics.ca/en/product-produit/principles-and-guidelines-for-restorative-justice-practice-in-criminal-matters-2018/>

- behaviours, or communications based on gender, gender expression, sexual orientation or gender identity, where the individual responsible for the remarks, behaviours, or communications knows or ought reasonably to know that these are unwanted or demeaning.

Examples of sexual harassment include the following:

- unwanted attention of a sexual nature, e.g., personal questions about one's sex life;
- unwelcome remarks about an individual's body or appearance;
- persistent requests for a date;
- sexual jokes;
- verbal abuse;
- showing of sexual images;
- staring, whistling, shouting, making sounds or making comments of a sexual nature;
- patting, rubbing or other unwanted physical contact;
- an attempt by one person to use power over another person. Examples include:
  - demand(s) for sex, or promised reward for complying with the demand for sex;
  - threat(s) of, or actual, retaliation, for refusal to comply with a sexually-oriented request;
- a sexual relationship which creates an abuse of power in a relationship of trust or authority;
- a sexually oriented remark or behaviour which may appear to create a negative psychological and emotional work or study environment (adapted from the University of Ottawa Sexual Harassment Policy); and
- unwelcome remarks based on gender which are not of a sexual nature, but which are demeaning such as derogatory gender-based jokes or comments.

**Sexual extortion/sextortion:** threatening to release sexually explicit photos or videos of a person unless they comply with the demands of the individual in possession of the photos or videos.

**Stalking:** unwanted repeated contact or communication directed at another individual that causes them to fear for their physical, emotional, and psychological safety or the safety of others. Examples of stalking include: watching, monitoring, following, making threatening or obscene gestures, sending unsolicited gifts, continuous social media comments or contact, letters, text messages, phone calls, or attending at the other individual's residence, place of work or study.

**Student:** an individual who is currently registered in a course or program of study with the Polytechnic, whether for credit or not, as well as former students if they were registered at the time of the alleged incident.

**Support person:** an individual who provides personal, moral, and emotional support while accompanying a respondent or an individual who is disclosing or reporting an incident of sexual or gender-based violence, or attending meetings, interviews, or proceedings. Examples of a support person may include: a family member, peer, Elder, or an association/union member.

**Third-party report:** an SGBV report made by a student or an employee other than the individual who experienced sexual or gender-based violence, i.e., an individual who witnessed the violence, or someone who makes a report on behalf of another individual.

**Trauma-informed:** the recognition of the impact that trauma has on an individual's emotional, cognitive, physical, and sexual wellbeing. Examples of impacts include: a delay in disclosing or reporting; the need for more time to process the incident; describing the incident in a non-linear manner; or a varying or lack of emotional response. To be trauma-informed is to act in a way that avoids further traumatizing an individual.

**Xenophobia:** the dislike of, or prejudice against, people from other countries (Ontario Human Rights Commission, 2020).