

Departmental guidelines related to equity, diversity and inclusion (EDI)

As part of the Biology Department's commitment to providing an environment that fosters equal rights and opportunities for all, in an environment of mutual respect and dignity, we have developed this document to help educate faculty, staff, and students of university policies concerning EDI, and to provide guidelines for reporting harassment, discrimination, exclusion, and other similar behaviour. This document is intended to broadly outline steps that should be taken by any member of the department (students, staff, faculty) who encounters such a situation. Links to resources and university policies are provided at the end of the document. These guidelines were developed to reinforce but not supersede existing university policies.

A) Guidelines for members of the department who experience a situation that they perceive as harassment, discrimination, exclusion, or otherwise offensive behaviour

- 1) Any member of the department who feels they have been the victim of harassment, discrimination, exclusion, or other such treatment has independence in deciding if, how, and to whom they will report the incident. The university offers numerous support services and policies that can help if you encounter an issue (links at end of this document).
- 2) *Safety first* - If any member of the department is concerned about an immediate threat of violence (including sexual or domestic violence) that could potentially expose them, or others, to injury, contact 9-1-1 or Campus Security Emergency Services (36111). Please also notify your manager/supervisor, and let them know once the immediate threat has passed.
- 3) Concerns relating to discrimination, harassment, or exclusion could first be raised with your supervisor or manager (Persons in Authority), if appropriate. Other departmental options for an initial report of an issue include the Head of the Department, Chair of Graduate or Undergraduate Studies, or a member of the Equity, Diversity, and Inclusion Committee (<https://biology.queensu.ca/resources/equity-diversity-and-inclusion-committee/>). Whoever receives the initial report will then consult with the Head of the Department (see below).

B) Guidelines for members of the department who receive a disclosure of alleged harassment, discrimination, exclusion, or otherwise offensive behaviour

Faculty (including adjunct, tenure track and tenured professors), staff, TAs, contracted employees, and other department members who supervise or mentor staff or students are in a position of authority and, as such, have increased responsibility for the wellbeing and safety of members of their lab, classroom, or other working group. If you receive a disclosure of an incident, please follow the guidelines below. When helping, it is important to listen with care and empathy, and direct the individual toward appropriate support and resources (see links at the end of this document). If you are unsure about how to address an issue that is brought to you, consult with the Head of the Department.

- 1) In cases of disclosures related to sexual violence involving a student (including sexual/gender-based harassment), the person receiving the disclosure should listen with care and refer the student to the Sexual Violence Prevention & Response Coordinator (SVPRC, Barb Lotan: bjl7@queensu.ca; 613-533-6330) and direct the student toward available support (www.queensu.ca/sexualviolencesupport/). Upon receiving a student disclosure, **the SVPRC must be notified** (this notification does not initiate a formal process). Any incidents of sexual violence that do not involve a student should be reported to appropriate authorities, potentially including the Kingston Police, Head of the Department, Human Resources, Campus Security, and Emergency Services.
- 2) Any person in a position of authority who receives a disclosure of an incident of harassment, discrimination, exclusion, or other similar treatment **must** report the incident to the Head of the Department. Department members who disclose incidents to a person in authority should be made aware of the limits of confidentiality due to this required reporting.
- 3) Employees receiving disclosures that suggest a potentially unsafe workplace must notify the Head of the Department and, in cases of emergency, Campus Security (36111) or Emergency Services (911).
- 4) The person receiving the disclosure should ensure that the victim is aware of the array of support services available to them (links below), and could guide them in contacting appropriate offices and sources of support, if they choose to seek support.
- 5) The Head of the Department will discuss all situations brought to their attention with appropriate individuals at the Faculty Relations Office and/or Human Resources to determine appropriate next steps, keeping in mind safety, support for affected persons, and the need to maintain a discrimination- and harassment-free environment.

RESOURCES AND POLICIES

On Campus Support and Guidance:

- Sexual Violence Prevention and Response:
<https://www.queensu.ca/sexualviolencesupport/home>
- Human Rights Office: <http://www.queensu.ca/humanrights/>
- Equity Office: <http://www.queensu.ca/equity/home>
- Environmental Health and Safety: <https://www.safety.queensu.ca/>
- University Ombudsman: <https://www.queensu.ca/ombudsman/>
- Inclusive Queen's Hub: <https://www.queensu.ca/inclusive/>
- Student Wellness: <http://www.queensu.ca/studentwellness/home>
- Accessibility Hub: <https://www.queensu.ca/accessibility/home>
- Human Resources: <http://www.queensu.ca/humanresources/>
- Campus Security: <https://www.queensu.ca/security/>
 - emergencies: 613-533-6111; non-emergencies: 613-549-4660
- Queen's 'Green Sheet' on *Identifying and Responding to Students in Distress*:
[https://www.queensu.ca/studentaffairs/sites/webpublish.queensu.ca.vpsawww/files/files/17-0300 Student Affairs Green Folder\(1\).pdf](https://www.queensu.ca/studentaffairs/sites/webpublish.queensu.ca.vpsawww/files/files/17-0300%20Student%20Affairs%20Green%20Folder(1).pdf)
- Queen's 'Purple Sheet' on *Responding to Student Disclosures of Sexual Violence*:
[https://www.queensu.ca/sexualviolencesupport/sites/webpublish.queensu.ca.qsvprww/files/files/Sexual Violence Guide final bjl jdr fa2018.pdf](https://www.queensu.ca/sexualviolencesupport/sites/webpublish.queensu.ca.qsvprww/files/files/Sexual%20Violence%20Guide%20final%20bjl%20jdr%20fa2018.pdf)

Off Campus:

- Kingston Police: <https://www.kingstonpolice.ca/>
 - emergencies: 911; non-emergencies: 613-533-6733
- Frontenac Mental Health: 24-7 phone line at 613-544-4229
- Good to Talk, phone line for post-secondary students: 1-866-925-5454
- Sexual Assault Centre Kingston: 613-544-6424

University Policies and Procedures:

- Interim Workplace Harassment & Discrimination Policy:
<http://www.queensu.ca/humanresources/policies/workplace-issues/interim-workplace-harassment-discrimination-policy>
- Policy on Sexual Violence Involving Queen's University Students:
<https://www.queensu.ca/secretariat/policies/board-policies/sexual-violence-involving-queen's-university-students-policy>
- Harassment/Discrimination Complaint Policy and Procedure:
<https://www.queensu.ca/secretariat/policies/senate/harassmentdiscrimination-complaint-policy-and-procedure>
- Safe Disclosure Reporting and Investigation Policy and Procedures:
[https://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslcwww/files/files/policies/senateandtrustees/Safe Disclosure Policy.pdf](https://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslcwww/files/files/policies/senateandtrustees/Safe%20Disclosure%20Policy.pdf)
- Links to many other relevant University Policies:
<https://www.queensu.ca/secretariat/diversity-and-inclusivity-policy-index>