

Raising A Respectful Community Policy Concern

All members of the College Community have the right to learn and work in a respectful environment that promotes civility and is free of offensive behaviour. If you are experiencing a concern in your learning or working environment, there are various steps you can take to address it and seek additional support. You can review the [Respectful Community Policy and Procedure here](#).

1. Remember to assess your concern

Your first step in determining the best approach for your concern-is to assess the situation. All concerns raised under the Respectful Community Policy and Procedures are important, but not all resolution approaches and options will be appropriate or available for every concern. There are many things to consider and the [Respectful Community Policy Guidelines and Risk and Response tool on Connect](#) can help you determine the right approach and option for you.

The College encourages the resolution of concerns at the earliest opportunity and as collaboratively as possible with those involved. However, you can seek advice and support regarding your concern at any time, using this form or with the persons listed below.

2. Seeking further support

If you have assessed the situation and feel you need additional support, there are various persons available to support you. It can be helpful to record some information about your concern before connecting with a support person. Check the boxes that apply to your situation and follow the question prompts.

☐ **Are you a student?**

Are you seeking to:

- ☐ Manage concerns yourself with a bit of coaching help?
- ☐ Raise concerns about something that occurred in your classroom or learning environment?
- ☐ Get support for [high risk concerns](#) and/or offensive behavior involving you, your classroom or learning environment?

☐ **Are you an employee**

Are you seeking to:

- ☐ Manage concerns yourself with a bit of coaching help?
- ☐ Manage behaviours in a classroom or department and need a consultation?
- ☐ Get support for [high risk concerns](#) and/or offensive behavior involving you, your classroom or department?

3. Information about the concern:

Your name:

If you are an employee, what is your position title, department, and campus?

If you are a student, what is your program and campus?

Your preferred phone number for contact:

Your preferred email address for contact:

If you are an employee, what is your manager's name:

I believe my concern is related to: (Please check all that apply)

☐ Incivility or disrespect

☐ Conflict

☐ Offensive behavior:

☐ Bullying

☐ Harassment

☐ Discrimination

If discrimination, indicate which [protected characteristic](#)(s) (e.g. age, race, gender, etc.)

☐ Sexual violence (please refer to the [Sexual Violence Policy, Procedures and, if you wish to report, please use the Sexual Violence Report Form](#))

☐ Not sure

Details of Concern

Please outline the details of the respectful community concern you have experienced or observed. Including details like specific incidents/examples, and information about who was involved or present during the incident(s), is helpful. Attach additional pages or supporting documents if you require.

Date and time of incident(s):

Location of incident(s):

Details:

Resolving Your Concern

Have you attempted to resolve the concern yourself or sought assistance regarding this concern from any other support at the College? (For example: Faculty, Academic Chair, Student Services, Manager, Union Representative, etc.). If so, please provide details.

Have you initiated any other measures to resolve your concern at this time (i.e. grievance, Human Rights Complaint, etc.)

Do you have any suggestions about what might help resolve your concerns? What does a successful resolution look like to you?

Please send this form to the Human Rights Equity and Inclusion Office directly at human.rights@nsc.ca.

For students or employees of Ivany Campus, you may also contact the Student Community Standards Consultant at Ivany directly for support with your concern or this form.