



**SOP Number** 00001

**SOP Title** Procedures for Addressing Instances of Student Discrimination,  
 Harassment, and Mistreatment

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## 1. PURPOSE

The purpose of the *Procedures for Addressing Instances of Student Discrimination, Harassment, and Mistreatment* is to articulate the implementation of the *Full Version of the University's Policy on Discrimination and Harassment* within the College of Medicine. This provides transparent processes for medical students to report instances of discrimination, harassment, or mistreatment against them or that they observe against others.

These procedures ensure that the Undergraduate Medical Education program meets or exceeds the following Committee on Accreditation of Canadian Medical Schools (CACMS) accreditation standards:

*3.4 Anti-Discrimination Policy: A medical school and its clinical affiliates do not discriminate on any grounds as specified by law including, but not limited to, age, creed, gender identity, national origin, race, sex, or sexual orientation. The medical school and its clinical affiliates foster an environment in which all individuals are treated with respect and take steps to prevent discrimination, including the provision of a safe mechanism for reporting incidents of known or apparent breaches, fair and timely investigation of allegations, and prompt resolution of documented incidents with a view to preventing their repetition.*

*3.6 Student Mistreatment Policy: A medical school defines and publicizes its code of conduct for the faculty-student relationship in its medical education program, develops effective written policies that address violations of the code, has effective mechanisms in place for a prompt response to any complaints, and supports educational activities aimed at preventing inappropriate behaviors. Mechanisms for reporting violations of the code of conduct (e.g., incidents of harassment or abuse) are understood by students and ensure that any violations can be registered and investigated without fear of retaliation.*

## 2. SCOPE

These procedures apply to instances where undergraduate students registered in the Doctor of Medicine (MD) program at the University of Saskatchewan, irrespective of the geographically distributed site to which they are currently assigned, experience an instance of discrimination, harassment, or mistreatment.

## 3. DEFINITIONS

*These definitions have been adopted from the Full Version of the University Policy on Discrimination and Harassment on December 15, 2016. In the event of discrepancy of definitions, the definitions presented in the Full Version of the University's Policy on Discrimination and Harassment shall be applicable.*



**Complainant:** a person who submits a report regarding discrimination, harassment or mistreatment as outlined in these procedures.

**Discrimination:** refers to any differential treatment, inappropriate conduct, comment, display, action or gesture by a person that is based on the following prohibited grounds: religion, creed, marital status, family status, sex (including: gender expression, gender identity and two spirit identity), sexual orientation, disability, age, colour, ancestry, nationality, place of origin, race or perceived race and receipt of public assistance. ([University of Saskatchewan Discrimination and Harassment Prevention Policy](#)).

**Harassment:** refers to any inappropriate conduct, comment, display, action or gesture by a person that: is based on the following prohibited grounds: religion, creed, marital status, family status, sex (including: gender expression, gender identity and two spirit identity), sexual orientation, disability, physical size or weight, age, colour, ancestry, nationality, place of origin, race or perceived race; or adversely affects the worker's psychological or physical well-being and that the person knows or ought to reasonably know would cause a worker to be humiliated or intimidated; and that constitutes a threat to the health or safety of the student or employee. ([University of Saskatchewan Discrimination and Harassment Prevention Policy](#)).

**Mistreatment:** The university does not condone behaviour that interferes with the provision of a respectful, productive environment for working or learning, but is not pervasive or significant enough to meet the definitions of harassment and/or discrimination described above. Depending upon the situation, examples of behaviour that may fall into this category include (but are not limited to) behaviour that shows disrespect for the dignity of others and unreasonably interferes with the learning process or a respectful workplace, such as spreading negative rumors, belittling or humiliating someone, mean spirited pranks or practical jokes, being spoken to in a sarcastic or insulting manner, yelling, swearing, or subject someone to offensive remarks or names, require someone to perform personal services and other behaviours that are demeaning, intimidating or threatening.

**Senior Administrator:** Under the *Full Version of the University's Policy on Discrimination and Harassment*, Senior Administrators include: Deans (when respondents belong to the USFA or are employees in a college); Directors or Associate Vice Presidents in charge of an administrative Unit, Vice Presidents (when respondents are Directors of an administrative unit or Associate Vice Presidents), the President (when respondents are Vice Presidents), the Board of Governors (when the respondent is the President) and the Associate Dean of Postgraduate Medical Education (when respondents belong to PAIRS). When an instance of discrimination, harassment, or mistreatment occurs in a health region, the term Senior Administrator does not apply.

**Respondent:** a person alleged to have acted in a discriminatory or harassing manner or who has mistreated another faculty, staff, student, or resident as outlined in these procedures.



#### **4. RESPONSIBILITIES**

The Associate Dean, Undergraduate Medical Education is responsible for the oversight and implementation of the *Procedures for Student Discrimination, Harassment, and Mistreatment*.

#### **5. SPECIFIC PROCEDURE**

##### **5.1 Discrimination, Harassment, and Mistreatment Framework**

The College of Medicine applies the university-level *Full Version of the University's Policy on Discrimination and Harassment* and the *Standard of Student Conduct in Non-Academic Matters and Regulations and Procedures for Resolution of Complaints and Appeals* to address instances of discrimination, harassment, and mistreatment.

##### **5.2 Responding to Instances of Discrimination, Harassment, and Mistreatment**

Medical students who experience discrimination, harassment, or mistreatment perpetrated by any member of the university community can respond to such instances using formal or informal mechanisms.

Whenever possible, medical students are encouraged to respond informally to instances of discrimination, harassment, or mistreatment before pursuing formal reporting processes. Informal response mechanisms include raising concerns with the perpetrator directly, another member of the university community, or by seeking advice from the Office of Student Affairs (College of Medicine) or Office of Discrimination and Harassment Prevention Services (University of Saskatchewan).

Medical students who are uncertain of how to respond to or report instances of discrimination, harassment, or mistreatment should seek advice from the Office of Student Affairs (College of Medicine) or Office of Discrimination and Harassment Prevention Services (University of Saskatchewan). Both offices can provide confidential advice on how to proceed.

##### **5.3 Reporting Instances of Discrimination, Harassment, and Mistreatment**

Medical students who wish to formally report an instance of discrimination, harassment, or mistreatment should submit a [\*Written Complaint Form\*](#) to the Office of Student Affairs (College of Medicine) or Office of Discrimination and Harassment Prevention Services (University of Saskatchewan). Formal complaints must be made within one year of the alleged incident occurring, barring exceptional circumstances.

Upon receipt of a *Written Complaint Form*, the Office of Student Affairs shall provide a copy of the completed form to the Office of Discrimination and Harassment Prevention Services as



well as the designated senior administrator in the College of Medicine. The procedures described in the *Full Version of the University Policy on Discrimination and Harassment* shall be facilitated by the Office of Discrimination and Harassment Prevention Services in collaboration with the College of Medicine.

Where the respondent is an undergraduate or graduate student registered at the University of Saskatchewan, the written complaint form shall be redirected to the Office of the University Secretary and the incident shall be responded to in accordance with the university-level *Standard of Student Conduct in Non-Academic Matters and Regulations and Procedures for Resolution of Complaints and Appeals*.

Where the respondent is a member of faculty, a staff member of the university, or a resident, the written complaint form shall be forwarded to the Office of Discrimination and Harassment Prevention Services and the incident shall be responded to in accordance with the university-level *Full Version of the University's Policy on Discrimination and Harassment*.

Where the respondent is a staff member of a health region, the written complaint form shall be forwarded to the Office of Discrimination and Harassment Prevention Services and the incident shall be responded to in accordance with the policies and procedures related to discrimination, harassment, and mistreatment within the relevant health region. This may limit the involvement of the university in responding to the incident.

#### **5.4 Investigating and Resolving Instances of Discrimination, Harassment, and Mistreatment Framework**

Where a complaint is lodged against an undergraduate or graduate student registered at the University of Saskatchewan, the Office of the University Secretary shall facilitate the investigation and resolution of instances of discrimination, harassment, and mistreatment, per the university-level *Standard of Student Conduct in Non-Academic Matters and Regulations and Procedures for Resolution of Complaints and Appeals*.

Where a complaint is lodged against a member of faculty, a staff member of the university, or a resident, the Office of Discrimination and Harassment Prevention Services shall request that a designated Senior Administrator in the College of Medicine address the complaint. The designated Senior Administrator may facilitate the investigation and resolution of instances of discrimination, harassment, and mistreatment, per the *Full Version of the University's Policy on Discrimination and Harassment*. Appendix A provides an overview of this process.

Where a complaint is lodged against a staff member of a health region, an investigation and resolution of instances of discrimination, harassment, and mistreatment shall be facilitated by the relevant health region authority, per the policies and procedures established by the health region in which the incident occurred.



**5.5 Communicating the Procedures**

The College of Medicine will communicate the Procedures for Student Discrimination, Harassment, and Mistreatment to faculty, staff, and students by ensuring that up-to-date versions of these procedures are publically available on the college website.

Furthermore, the Undergraduate Medical Education Office shall further communicate these procedures by providing a written copy of this document to medical students in their first-year orientation package.

**5.6 Protection from Retaliation**

Every effort will be made to protect the alleged victims of discrimination, harassment, or mistreatment from redress. Instances of retaliation will not be tolerated and will be regarded as another form of mistreatment. Accusations that retaliation has occurred will be handled in the same manner as accusations concerning other forms of mistreatment.

**6. FORMS/TEMPLATES TO BE USED**

[Written Complaint Form](#)

**7. INTERNAL AND EXTERNAL REFERENCES**

**7.1 Internal References**

[Discrimination and Harassment Prevention Policy](#)

[Full Version of the University’s Policy on Discrimination and Harassment](#)

[Standard of Student Conduct in Non-Academic Matters and Regulations and Procedures for Resolution of Complaints and Appeals](#)

**Appendix A** – Discrimination, Harassment, and Mistreatment Flowchart (Where Respondent is Not a Student)

**Appendix B** – Recommended Senior Administrators in the College of Medicine

**7.2 External References**

[Saskatoon Health Region Respect and Dignity Policy](#)

**8. CHANGE HISTORY**

SOP no.	Effective Date	Significant Changes	Previous SOP no.
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