

## **HUMAN RIGHTS ADVISOR**

1. The role of a Human Rights Advisor is as follows:
  - to provide information and advice to members of the College community about discrimination and harassment;
  - to provide information and advice to a complainant regarding:
    - a) whether the behaviour(s) in question fall(s) within the definition(s) of Discrimination or Harassment under this Policy or within the language of a College collective agreement; and
    - b) what options are available to the complainant under this Policy or under an alternate Policy or process (as appropriate) to resolve the complaint;
  - on request of the complainant, to work with the parties, separately or together, to attempt an informal resolution of the complaint; and
  - where informal resolution is not requested or successful, to recommend to the Responsible Administrator whether the complaint falls within the scope of the Policy and therefore can be further dealt with through the complaint resolution process.
  
2. The Human Rights Advisor works first with the complainant, providing options for the complainant to deal with the described behaviours.

Later, if a complaint proceeds, the Human Rights Advisor may work with the respondent to explain the procedures under the Human Rights Policy, as well as the respondent's rights and obligations under those procedures.

3. Where appropriate, the Human Rights Advisor may refer complainants and respondents to suitable services to provide counseling, advice or support on a confidential basis. Such services may include the Employee Assistance Program, the Student Counselling Services, or other support services within or outside the College.
  
4. The Human Rights Advisor also will:
  - act as a registrar of complaints and concerns;
  - conduct workshops and seminars in order to educate members of the College community about discrimination and harassment; and
  - maintain confidential statistics about discrimination and harassment cases and provide a quarterly report, or as requested, to Human Resources and the Respectful College Environment Committee. The purpose of the statistics is to monitor the effectiveness of the Human Rights Policy and to determine the need for educational and communication programs. No name of any employee or any student will appear on a statistical report.
  
6. The College will ensure the Human Rights Advisor receives all necessary and appropriate training to enable them to carry out their role and responsibilities.