

## **REPORTING**

1. The Chair of the Respectful College Environment Committee is responsible for ensuring the preparation and distribution of an annual report that includes the following information/statistics:
  - how many people contacted a Human Rights Advisor;
  - how many complaints were filed;
  - the form of discrimination/harassment described in complaints;
  - how many complainants were students or employees;
  - how many respondents were students or employees;
  - how many resolutions were settled at the Human Rights Advisor, Mediation and Investigation stages;
  - whether corrective action or discipline were imposed;
  - the length of time to resolve complaints; and
  - any other statistics that the Office of the President thinks may be useful to the College
  
2. As confidentiality is a vital component of this Policy, the annual reports will not provide names or statistics that may identify the parties to a complaint of discrimination or harassment.