



PROCEDURE WORKFLOW FOR EMPLOYEES

CALL 911 IF YOU REQUIRE EMERGENCY ASSISTANCE

DISCLOSING AND REPORTING SEXUALIZED VIOLENCE AT COLLEGE OF THE ROCKIES

If you have experienced sexualized violence, there are support resources available to you. You do not have to face it alone.

To access support services for disclosures, reports and referrals:
email hrcare@cotr.bc.ca or call 250-489-2751 ex 4999 press 2 for employee help.

PATHWAY TO SUPPORT

DISCLOSURE

Making a disclosure means telling someone about an incident of sexualized violence. A disclosure does not result in an investigation.

You can disclose to anyone you trust.
It's okay to let people know what you need.



SUPPORT AT COLLEGE

- Employee and Family Assistance Program
- Union Representative
- Campus Manager

For more College support options look [here](#).

SUPPORT IN COMMUNITY

- Friend, family, Elder
- Medical care
- Community Victim Services

For more community support options look [here](#).

INTERIM MEASURES

- To ensure safety of you and the College community, the College may implement interim measures and provide with accommodations.



REPORT

You have the right to decide whether to report sexualized violence. Submitting a report means you want the College to investigate an incident of sexualized violence. You can change your mind or withdraw your report at any time during the process.

Here are the steps involved with reporting at College of the Rockies:

- To report an incident, complete the online [Sexualized Violence Reporting Form](#) and click Submit. The Human Resources Advisor or their designate will receive the report and respond to it within 72 hours.
- The Executive Director, Human Resources (EDHR) or designate will assign an investigator.
- Investigator interviews all parties and collects relevant evidence.
- Investigator submits detailed report of process, findings, and potential outcomes to EDHR or designate.
- EDHR or designate imposes outcomes if respondent found in violation of the policy.

