

## WHAT IS THE

# Human Rights Complaint Process at UNB?

Any member of the UNB community may reach out to the Human Rights Office for a confidential consultation.

This consultation will not result in the creation of any obligation for the member to act, nor on the part of the Officer, with whom they consult, to take any action.

The Human Rights Officer is a neutral third party that assists with the complaint process and ensures procedural fairness.

The Human Rights Officer will advise the member on what constitutes discrimination or harassment and will offer options.

## OPTIONS INCLUDE:

- 1. Filing a formal complaint**
- 2. Attempting an Informal resolution**
- 3. Doing nothing**

## 1. Filing a formal complaint:

- If the member chooses to file a formal complaint, the Officer will provide a complaint form that will ask for details of the alleged harassment or discrimination.
- A copy of the complaint will be provided to the Respondent.
- The Respondent has the option to provide a written response.
- The University Official, after reviewing the complaint and the response, and in consultation with the Human Rights Officer, will decide whether the complaint should be investigated.
- If investigated, the investigator will make a finding of founded, unfounded, or malicious on a balance of probabilities.
- Once the report is completed, the University Official will make a recommendation, taking into consideration the complaint, the response, and the Investigator's report and findings, to the V.P.
- Before the V.P. makes a final decision, the V.P. will offer to meet with each of the parties.
- The V.P. will then make the final determination that the complaint is founded, unfounded, or malicious.
- If founded or malicious the V.P. will determine any disciplinary action.

## 2. Attempting an alternative dispute resolution (ADR) (S.8):

- The Human Rights Officer may attempt to assist in achieving an alternative dispute resolution through discussions, referrals, letters, meetings, or "any other steps that the Officer might feel would help to resolve the concern in an informal fashion and to which the consulting Member consents." (S. 8.7)
- Mediation is an option if both parties agree.

## 3. Do Nothing:

- It is important for the UNB member to be assured that a consultation with the Human Rights Office does not trigger the University to have to act. The member may choose to do nothing.