



Respondent Resource Office (RRO)

Respondent Information Sheet Students

UBC is committed to **trauma-informed, impartial, equitable, and confidential investigation and adjudication processes** under the [Sexual Misconduct Policy \(SC17\)](#).

If you are a **UBC student who has been named as a Respondent, against whom an allegation has been made, or who is alleged to have caused harm** under the UBC Sexual Misconduct Policy, there are resources available to you.

Role of the Respondent Resource Specialist (RRS)

The Respondent Resource Specialist (RRS) provides **non-judgmental assistance and confidential consultation** to members of the UBC community (students, faculty, and staff) who have been named as a Respondent or alleged to have caused harm under UBC's Sexual Misconduct Policy SC17. The RRS provides the following **services for Respondents**, as needed:

- Non-judgmental assistance and confidential consultation;
- Assistance with understanding the nature of the report and allegation(s);
- Assistance supporting [Alternate Resolution Processes](#), when requested by the Complainant and if agreed to by the Respondent;
- Help to understand and navigate university processes, including information on:
 - rights and responsibilities under relevant policies,
 - procedural fairness, due process, privacy, and confidentiality,
 - possible choice of response, implications, and potential outcomes, and
 - investigation, adjudication, and appeal processes;
- Accompaniment to investigation, adjudication, appeal and other meetings;
- Culturally sensitive and responsive assistance and referral to meet diverse needs, where appropriate and requested by the Respondent, including consultation with Indigenous Elders, and requesting a cultural interpreter or translator;
- Provision of support to Respondents in recognition of their potential distress;
- Referrals to additional or alternative campus or community resources;
 - e.g., counselling, mental health, accessibility, and legal services
- Assistance to facilitate academic or workplace accommodation needs;
- Assistance to facilitate alternate housing arrangement, where necessary;
- Consultation and resources for family members; and
- Remedial coaching and education, as needed.

Contact:

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Respondent Resource Specialist (Vancouver and Okanagan)

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The RRS is equipped to provide support to Respondents in **recognition of the potential for distress** as a result of the investigation process.

RRS Commitment to Privacy and Limits of Confidentiality

The RRS will honour the privacy of a given situation and information will only be shared on a need-to-know basis with other confidential offices. As a general practice, the RRS will request consent and receive express authorization from the Respondent to disclose personal information. Under certain circumstances, there may be **limits to confidentiality** where the RRS will be required to disclose relevant information, in accordance with university policies:

- when disclosure is necessary for the RRS to perform their duties;
- when compelled for health or safety reasons;
- when required as part of a student residence or student athlete agreement;
- when required as part of a grievance process or administrative tribunal;
- when compelled as an ethical duty to report to a professional regulatory body; or
- when required by law, including in the case of a criminal investigation or proceeding.

Role of the Ombudsperson

[The Office of the Ombudsperson for Students](#) is an independent, impartial and confidential resource that works to ensure students are treated fairly through any University process.

Additional Campus Resources for Students

- [Student Respondent – Resource Sheet \(Vancouver\)](#)
- [Student Respondent – Resource Sheet \(Okanagan\)](#)
- [Investigations Resources Sheet](#)
- [Alternative Resolution Processes Resource Sheet](#)
- [Student Health and Wellbeing Resources](#)
- [AMS Advocacy Office](#)
- [GSS Advocacy Office](#)

Frequently Asked Questions – Unionized Employees

Information below aligns with Policy SC17 and relevant policies and procedures.

Who addresses allegations and reports of sexual misconduct?

Reports of Sexual Misconduct are received, reviewed, and managed by the [Investigations Office](#) (IO), which is an impartial, neutral office that is separate from the Sexual Violence Prevention and Response Office. The Director of the IO determines whether the allegations fall within UBC's jurisdiction to investigate, and appoints an external investigator as needed.

Will I know the details of the allegations made against me?

If an investigation is initiated, Respondents will be fully informed of the allegations in the report, and will be given an opportunity to respond.

What is an Alternate Resolution Process?

Alternative Resolution Processes are alternatives to an investigation and may include, but are not limited to, facilitated dialogue or a restorative justice process. Alternate Resolution Processes may not be appropriate or available in all circumstances. Participation in an Alternate Resolution Process will be considered by the Director of the IO only at the Complainant's request and with the consent of both the Complainant and the Respondent. Either party may withdraw from the Alternate Resolution Processes at any time, and an investigative process may be initiated with the consent of the Complainant.

What happens during an investigation?

If an investigation is to be initiated, the Director of the IO will appoint an external investigator to obtain information required to make findings of fact, including meeting with or requesting information from the Respondent. Investigations processes are not adversarial processes – hearings will not be held as part of the investigation process, nor will formal rules of evidence commonly associated with a civil or criminal trial be applied.

Where can I get information and support through the conduct process?

The Respondent Resource Specialist (RRS) is available to provide non-judgmental information and assistance to help you understand and navigate the university processes, as well as referral to additional campus or community resources or supports which you may need through the process. The RRS is available whether an Alternative Resolution Process or Investigatory process has been initiated.

Do I have access to a student advocate?

The AMS Advocacy Office provides information and confidential support to undergraduate and graduate students when they are in conflict with university policies. The advocates are not lawyers and they do not provide legal advice. Where a student belongs to a relevant collective bargaining (CB) unit an appropriate CB representative will be appointed. In some cases, a student in a professional program may have access to a representative from a professional association.

Am I permitted to have a lawyer during the process?

Yes, for support and advice, but they may not speak on your behalf and may not make legal argument regarding the application of the Policy.

How are decisions made about investigatory outcome and disciplinary measures?

Neither the IO nor the SVPRO determine the investigatory outcome or disciplinary measures to be imposed in response to the Investigation Findings. The report of the Investigation Findings includes a synopsis of the evidence considered, any assessment of credibility necessary to make a finding, a description of any mitigating or aggravating factors, the findings of fact, and a determination as to whether, on the balance of probabilities, sexual misconduct has occurred. The report is sent to the University President to make a final decision on outcome or disciplinary measures.

Who receives the report on investigative findings and will I be provided details?

At the completion of the investigation, the Investigator will provide a written report of the Investigation Findings to the Director of the IO. For student respondents, a copy of the report will be sent to the University President for final decision-making on outcome or disciplinary measures. If it is determined that sexual misconduct occurred, the Director of the IO will provide a copy of the report to relevant Residences, Athletics, and Faculty/School Professionalism authorities, if necessary. A copy of the report will be provided to the Respondent and the Complainant, with personal information irrelevant to the investigation findings removed in accordance with the *Freedom of Information and Protection of Privacy Act*.

What kind of disciplinary or other measures may be imposed?

The relevant UBC authorities will impose disciplinary or other measures that are consistent with applicable collective or employment agreements, the *University Act*, and any other applicable legal requirements. Generally, disciplinary measures are intended to be corrective, not punitive. Pending the outcome of an investigation, an employee may be placed on temporary paid leave. Following a finding that misconduct occurred, considering the nature and severity of the misconduct and any mitigating or aggravating factors, the relevant UBC authority will impose disciplinary measures, up to and including, written warning or reprimand, probation with conditions for reinstatement, loss of privileges, restriction of access to or use of certain campus spaces, relocation or exclusion from residence, deregistration, suspension, or expulsion.

Who will know if disciplinary measures are imposed?

The respondent will be advised of all disciplinary measures taken against them and receive written reasons for the discipline. In accordance with the *Freedom of Information and Protection of Privacy Act*, UBC is only authorized to disclose disciplinary actions it has taken against the Respondent if the disclosure is authorized by the University Counsel for compelling health or safety reasons, including informing the complainant of any restrictions that may have been imposed that relate to the respondent's ability to have contact with the complainant moving forward.

How long does the investigation process take?

The prescribed timelines in the Sexual Misconduct Policy are: the initial review can take up to 14 days, the investigation can take up to 60 days, and if there is found to be a breach of the policy the discipline decision can take up to 30 days. Logistical factors like caseload, interview scheduling, holidays, exam periods, and others can extend each phase of this timeline.

Will proceedings, outcomes, or disciplinary measures be noted on my transcript?

There will be no information about misconduct proceedings, outcomes, or disciplinary measures noted on academic transcripts.

Can decisions be appealed?

Students may appeal a decision that is made or disciplinary measure imposed through the UBC Vancouver Senate Student Appeals on Academic Discipline Committee if they are a UBC Vancouver student, or the UBC Okanagan Senate Appeals of Standing and Discipline Committee if they are a UBC Okanagan student.

Relevant Policies and Procedures

- [Regulatory Framework Policy \(GA2\)](#)
- [Discrimination Policy \(SC7\)](#)
- [At-Risk Behaviour Policy \(SC13\)](#)
- [Retaliation Policy \(SC18\)](#)
- [Respectful Environment Statement](#)
- [Student Code of Conduct](#)
- [Resident Contract/Residential Agreement](#)
- Varsity Code of Conduct