



**UNIVERSITY OF
PRINCE EDWARD ISLAND**

Fair Treatment Policy Annual Report

To the Attention of: Wendy Rodgers, President

**ANNUAL REPORT:
OCTOBER 10, 2024**

Introduction

The *Fair Treatment Policy*¹ (the “Policy”) requires the University of Prince Edward Island to have a Fair Treatment Advocate and Fair Treatment Office (“FTO”) to address incidents of harassment, personal harassment, sexual harassment,² and discrimination. This report summarizes the activities of the FTO for the reporting year of June 1, 2023 to May 31, 2024 (“the Reporting Year”³).

Ronald MacLeod, of HR Atlantic, served as the Fair Treatment Advocate for the Reporting Year. He was assisted in this work by other members of the HR Atlantic team as the FTO.

The Policy expects all members of the University community who are involved in processes under the Policy to maintain confidentiality. To uphold that confidentiality given the relatively small number of complaints, this report avoids all potentially identifying information about the nature of investigations conducted and complaints received.

Under the Policy, there are five resolution procedures available (section 10.1):

- 10.1.1 → assume personal responsibility and talk to the person
- 10.1.2 → consultation with your supervisor
- 10.1.3 → informal consultation with the Fair Treatment Advocate
- 10.1.4 → mediation
- 10.1.5 → formal complaint procedures

When a complaint is made, it may be resolved by (1) informal resolution, (2) mediation, and (3) formal investigative procedures (10.5.6).

Complaints

In the Reporting Year, nineteen (19) formal complaints were screened in for investigation by the FTO, some of which were counter complaints investigated together. One (1) of the complaints is still being investigated and will be included in the subsequent reporting year statistics. The following information reflects (18) formal complaints.

When a formal complaint is received, the FTO offers to meet with the individuals involved to provide information about the Policy and processes. The first step is for the FTO to conduct a screening of the complaint to ensure that it is within the time limits prescribed in the Policy and that it falls within the scope of the Policy, in accordance with section 10.7.1. In the Reporting Year, two complaints were not screened for investigation because they were submitted outside the time limits in the Policy without exceptional circumstances that warranted extending the time limits imposed.

¹ Policy No. govbrdgn10009. Created August 1, 2003; Review date October 15, 2007.

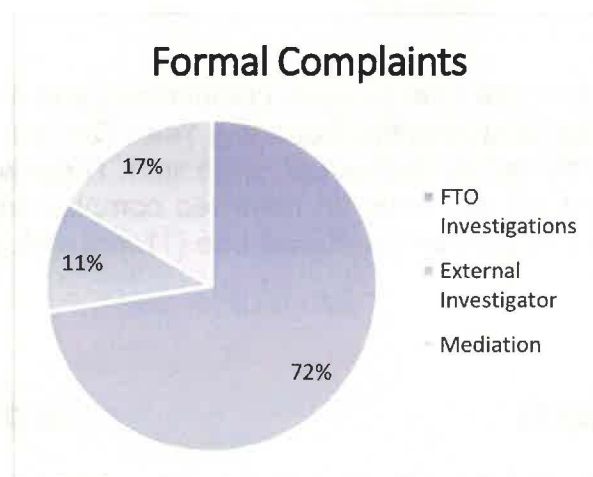
² Allegations of sexual harassment by a student are investigated under the Sexual Violence Policy and not captured in this report.

³ Formal investigations are included in the year in which the report is submitted.

The Policy requires that a formal complaint be in writing so that it can be shared with the respondent. The University's website includes a Policy complaint form. The form is optional as the Policy does not require any prescribed form to initiate a formal investigation process.

After a complaint is screened by the FTO, a complainant and respondent may agree to pursue mediation to resolve the complaint. If they agree to mediation, the formal complaint is held in abeyance pending the outcome of the mediation. If there is no agreement to pursue mediation, or the complaint is such that it is not conducive to mediation, under section 11.1.1 of the Policy, the complainant can choose to have the complaint investigated and decided.

As shown in the chart below, three (3) of the eighteen (18) complaints were referred to mediation (and the complaint process held in abeyance pending the outcome). Fifteen (15) complaints were investigated. The FTO formally investigated thirteen (13) complaints, and two (2) complaints were referred to an external investigator outside the FTO.

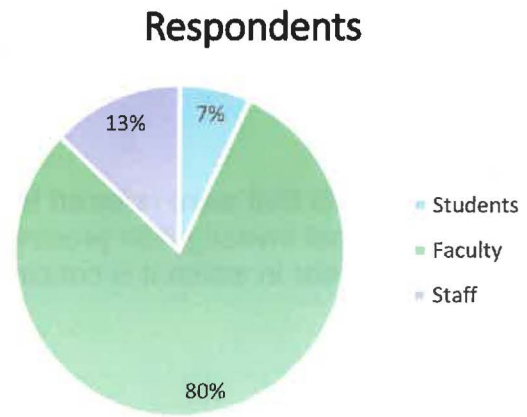
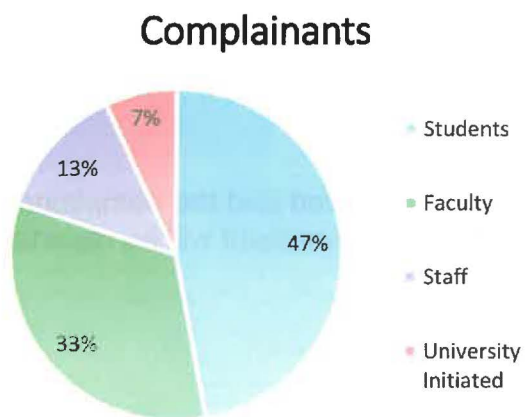


If the complaints that were referred to mediation are not resolved and the complainant pursues a formal investigation process, the outcome of that complaint will be reported in the reporting year in which it is concluded.

Fifteen (15) investigations were completed in the Reporting Year. Of the fifteen (15) completed investigations, ten (10) complaints were substantiated resulting in findings that the policy was violated by a member of the University community and five (5) complaints were unsubstantiated.



The charts below detail the role held by each complainant and respondent in the fifteen (15) investigations concluded during the Reporting Year. Of the complainants, seven (7) were students, five (5) were faculty and two (2) were staff. There was also one University-initiated investigation that did not have an identified complainant. Of the respondents, twelve (12) were faculty, two (2) were staff, and one (1) was a student.



Informal Resolution

Under section 10.6.1, a complainant may seek the assistance of the FTO to informally resolve a complaint. With informal resolution, the FTO may provide a wide range of options for resolving the issue(s) and may act as a liaison between the parties to support conflict resolution without a formal investigation process. Informal resolution is voluntary; all parties involved must agree to participate.

In the Reporting Year, the FTO had five (5) informal resolution files. These files were all resolved or closed.

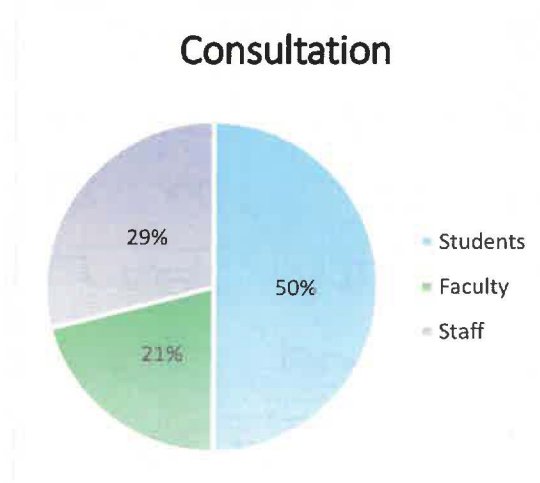
The FTO informal resolution services are limited to issues that fall under the scope of the Policy.

Consultation

Any member of the University community may anonymously seek the advice and assistance of the FTO as set out at section 10.5.1 of the Policy.

In the Reporting Year the FTO was consulted by twenty-four (24) individuals. Most of the individuals sought advice about situations they observed, or situations reported to them, (i.e. not as a potential complainant themselves but which resulted in formal complaints from the individual(s) directly involved). Other individuals sought general information to assess whether concerns fell under the Policy.

Of those individuals who consulted the FTO in the Reporting Year, twelve (12) were students, five (5) were faculty and seven (7) were staff.



Conclusion

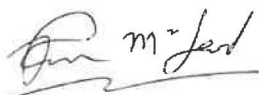
The Policy prohibits harassment and discrimination and affirms that all members of the University community – its students, faculty, staff, and visitors – have the right to participate in activities at the University without fear of discrimination or harassment.

Any supervisor, department head or other University staff in Human Resources or Student Services who receives a complaint or allegation of harassment, sexual harassment or personal harassment in relation to University work, studies or participation in campus life must report the incident to the Fair Treatment Advocate, as set out in section 9.5 of the Policy.

The FTO has an email address and a phone number with confidential voicemail which are accessible only by the FTO. Any member of the University community may reach out for a consultation to get more information about the Policy and processes.

External to the FTO, the University offers an additional independent disclosure mechanism for allegations of harassment or discrimination by senior executive members at the University. The contact person is Trisha Perry at Resonance Inc. The FTO does not have any data with respect to disclosures made directly to Resonance Inc.

Ronald MacLeod

A handwritten signature in black ink, appearing to read "Ron MacLeod", with a horizontal line underneath.

Fair Treatment Advocate