

<u>Revenues</u>	<u>2015-2016 Budget</u>	<u>2014-2015 Budget</u>
Health and Dental Fee	**	-
SGPS Society Fee	\$344,407.50	\$344,407.50
Sports Fund	\$5,798.00	\$5,798.00
Accessibility Fee	\$11,589.61	\$11,589.61
Sustainability Action Fund	\$4,444.50	\$4,444.50
H&D Administration Fee	\$63,007.40	\$63,007.40
PSAC Bursary Contribution	\$20,000.00	\$20,000.00
PSAC H&D Contribution	\$100,000.00	-
University Centre Mandatory Fee	\$110,857.27	-
Orientation Week Revenue	\$8,853.78	\$8,853.78
Total:	\$668,958.06	\$455,747.01¹
<u>Expenses</u>		
Food	\$6,000.00	-
Salaries & Benefits	\$313,566.68	\$275,315.86 ²
Accounting	\$10,000.00	\$7,500.00
Legal	\$5,000.00	-
General Bursaries	\$75,000.00	\$33,600.00 ³
International Student Reimbursement	\$20,000.00	\$10,000.00
Dental Bursary	\$30,000.00	\$25,000.00
Executive Professional Development	\$10,000.00	\$1,500.00 ⁴
Staff Professional Development	\$10,000.00	\$2,500.00 ⁵
Orientation Week	\$31,816.72	\$25,250.00 ⁶
Events	\$10,000.00	\$1,300.00 ⁷
Copier	\$5,000.00	\$5,000.00
Insurance	\$4,000.00	\$4,000.00
Telephone and Cellphones	\$7,617.19	\$6,000.00
University Centre Payment	\$110,857.27	-
Advertising (Swag)	\$1,000.00	\$8,800.00 ⁸
SGPS Handbook	\$6,000.00	\$5,700.00
Capital Expenditures	\$10,000.00	-
Stationary	\$3,100.00	-
Health and Dental Plan	**	-
Total:	\$668,958.06	\$449,730.86⁹

¹ Missing from this figure is ROI (Projected) at \$6,500.

² Combines budget lines: Executive Stipends \$63,500, Staff Stipends \$44,000, Regular Employee Wages and Benefits \$135,705.86, Part-time Employee Wages and Benefits \$18,000 and EI and CPP \$14,110.

³ Combines budget lines: Club Funding \$2,500, Awards \$2,100, Emergency Student Fund \$15,000, Grants Program \$8,000 and Sports Fund \$6,000.

⁴ Professional Development budget line.

⁵ Conflict Resolution Training budget line.

⁶ Combines budget lines: Social \$23,000 and Welcome Week Guide \$2,250.

⁷ Combines budget lines: International Commission \$800 and Sustainability Commission \$500.

⁸ Advertising/Promo budget line.

⁹ Also includes budget lines: Banking \$300, Equity \$2,000, Transition & Planning \$2,000, Executive Internal \$2,265, Elections \$1,200, Campaigns \$5,000, Committees \$1,500, Charity \$1,000, Council \$1,500, Contingency \$1,000 and Unallocated \$1,000.

Budget Line Descriptions for September 2015 to August 2016*

Revenues

Health and Dental Fee: Fee paid by SGPS members each year who are enrolled in the SGPS Health and Dental Plan.

SGPS Society Fee: Fee paid by SGPS members.

Sports Fund: Fee paid by SGPS members to help support the sports fund.

Accessibility Fee: Fee paid by SGPS members.

Sustainability Action Fund: Fee paid by SGPS members.

H&D Administration Fee: Fee paid by SGPS members for the administration of the Health and Dental Plan.

PSAC Bursary Contribution: PSAC's contribution to the International Student Reimbursement and the Dental Bursary.

PSAC H&D Contribution: PSAC's contribution to our Health and Dental Plan.

University Centre Mandatory Fee: Mandatory Fee paid by SGPS members for the purpose of covering the University Centre Fee charged to the SGPS by Queen's University for the use of the JDUC space.

Orientation Week Revenue: Revenue from Orientation Week ticket sales.

Expenses

Food: Includes all SGPS food expenses including pizza for council, food for social and international committee events, food for meetings, etc.

Salaries & Benefits: Includes all executive stipends, staff wages including benefits, CPP and EI, and the salary of a new staff member who will be responsible for all financial relations of the SGPS.

Accounting: Covers the cost of an accountant for the auditing of our yearly financial statements.

Legal: Covers the cost of a lawyer used by the SGPS.

Reasons for use may include advice to the executive acting as a board of directors, creation of contracts, etc.

General Bursaries: Intended to apply broadly to SGPS Members (please see August council report for more details).

International Student Reimbursement: International Students that are SGPS members can apply for this bursary (please see current policy).

Dental Bursary: All SGPS members can apply for this bursary to cover dental expenses that are not covered by their dental plan (please see current policy).

Executive Professional Development: Intended to cover conference, seminar and other learning expenses for the executive team.

Staff Professional Development: Intended to cover training expenses for the SGPS Staff.

Orientation Week: Covers all expenses incurred during orientation and this year a contribution to the education student's orientation week. This expense is partially offset by the Orientation Week Revenue line item.

Events: Covers all non-orientation events that the SGPS hosts including those put on by the social committee, international committee and the executive. Items may include the rental of space, rental of equipment, cost of speakers, etc.

Copier: The cost of the copier for the year.

Insurance: The cost of insurance for the SGPS for the year.

Telephone and Cellphones: The cost of all SGPS landlines and cellphones.

University Centre Payment: The fee paid to Queen's University for the use of space by the SGPS in the JDUC. This expense is offset by the University Centre Mandatory Fee budget line paid by all SGPS members.

Advertising: Covers SGPS swag that will be used throughout the year to promote the SGPS and its services to the SGPS members.

SGPS Handbook: The cost of the annual SGPS Handbook given out to new members of the SGPS before and during orientation week.

Capital Expenditures: This cost is intended to cover computer expenditures (\$4000) and the cost of getting the SGPS Study Lounge set up as a proper study space (\$6000).

Stationary: The cost of paper, pens, tape, pencils, erasers, glue, etc. that the SGPS uses.

Health and Dental Plan: The price the SGPS pays to our health and dental plan service provider. This cost is offset by the Health and Dental Plan Fee that is charged to all SGPS members who have not opted-out.

*Note: All budget line descriptions are intended to provide a brief overview of the line item and may be subject to some variation.



Society of Graduate and Professional Students
Anti-Harassment Policy and Reporting Procedures

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P.17.1 Overview

P.17.1.1 Objectives

The Society of Graduate and Professional Students (SGPS) is committed to providing an environment free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities.

Under the Ontario Human Rights Code, every person has the right to be free from harassment and discrimination. Harassment and discrimination will not be tolerated, condoned or ignored at the SGPS. If a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and including termination of employment.

The SGPS is committed to a comprehensive strategy to address harassment and discrimination, including:

- providing training and education to ensure members and staff are informed of their rights and responsibilities,
- regularly monitoring organizational systems for systemic barriers related to Code grounds,
- providing an effective and balanced complaints procedure, and
- promoting appropriate standards of conduct at all times.

As such this policy and procedure document has been created as a guiding resource for the organization, in addition to the Queen's University Harassment/Discrimination Complaint Policy and Procedure which the SGPS follows per SGPS Policy P.12.1. This document is intended to provide an alternative and accessible means to report harassment internally, and does not supersede the university policy.

P.17.1.2 Scope of Protection

The right to freedom from discrimination and harassment extends to all SGPS members and employees, including members of the executive, full-time, part-time, temporary, probationary, casual and contract staff, as well as volunteers, work study students, and members of SGPS Council and committees.

It is unacceptable for members of the SGPS to engage in harassment or discrimination when interacting with members of the Queen's community, visitors to the Queen's campus, or with other professional contacts, such as university staff or representatives of external companies.

This policy applies at every level of the organization and to every aspect of the workplace environment and employment relationship, including recruitment, selection, promotion, transfers, training, salaries, benefits and termination. It also applies to rates of pay, overtime, hours of work, holidays, shift work, discipline and performance evaluations.

This policy also applies to events occurring outside of the physical workplace, including business trips, society social events, social media, and other external event.

P.17.1.3 Prohibited Behavior

Discrimination: any form of unequal treatment based on Code grounds, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, this policy has been violated.

Harassment: a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination identified by this policy. Harassment can occur based on any of the grounds of discrimination, but may also occur in the absence of any grounds covered by the Human Rights Code. Harassment can include bullying, intimidation, or actions that make an individual feel unsafe or unwelcome in the organization, or directing others to take these actions.

Examples of harassment include:

- Epithets, remarks, jokes or innuendos related to a person's race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground
- Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means
- Singling out a person for humiliating or demeaning "teasing" or jokes because they are a member of a Code-protected group
- Comments ridiculing a person because of characteristics that are related to a ground of discrimination. For example, this could include comments about a person's dress, speech or other practices that may be related to their sex, race, gender identity or creed.

Sexual and gender-based harassment:

Sexual harassment is a form of harassment that can include:

- Comments about a person's physical characteristics or mannerisms related to their gender identity,
- Paternalistic speech based on gender which a person feels undermines his or her self respect or position of responsibility,
- Unwelcome physical contact,
- Suggestive or offensive remarks or innuendoes about members of a specific gender,

- Propositions of physical intimacy,
- Gender-related verbal abuse, threats or taunting,
- Leering or inappropriate staring,
- Bragging about sexual prowess or questions or discussions about sexual activities,
- Offensive jokes or comments of a sexual nature about an employee or client,
- Rough and vulgar humour or language related to gender,
- Display of sexually offensive pictures, graffiti or other materials including through electronic means, or
- Demands for dates or sexual favours.

Sexual Solicitation:

This policy prohibits sexual solicitations or advances by any person who is in a position to grant or deny a benefit to the recipient of the solicitation or advance. This includes managers and supervisors, as well as co-workers where one person is in a position to grant or deny a benefit to the other. Reprisals for rejecting such advances or solicitations are also prohibited.

Poisoned environment:

A poisoned environment is created by comments or conduct (including comments or conduct that are condoned or allowed to continue when brought to the attention of management) that create a discriminatory work environment. The comments or conduct need not be directed at a specific person, and may be from any person, regardless of position or status. A single comment or action, if sufficiently serious, may create a poisoned environment. This can include spreading rumours or fostering a negative perception of someone indirectly by speaking to other individuals.

P.17.1.4 Responsibility to Prevent Harassment

All members of the SGPS are expected to uphold and abide by this policy, by refraining from any form of harassment or discrimination, and by cooperating fully in any investigation of harassment or discrimination.

Members in a position of leadership where they have SGPS members or staff reporting to them have the additional responsibility to act immediately on observations or allegations of harassment or discrimination. Leaders in the organization are responsible for creating and maintaining a harassment- and discrimination-free organization, and should attempt to address potential problems before they become serious.

P.17.2 Reporting Procedure

P.17.2.1 Who can use this procedure?

Individuals may use this reporting procedure if they are experiencing harassment from the members of the executive, full-time, part-time, temporary, probationary, casual and contract staff, as well as volunteers, work study students, and members of SGPS Council and committees.

The individual experiencing the harassment can be external to the SGPS, a member at large, or belong to one of the listed categories in order to use this procedure.

This policy may be used to address harassment made by individuals external to the SGPS but only in limited circumstances as the organization does not have jurisdiction over university staff, unaffiliated students, or members of the community at large. For example, if an individual that is not a member of the SGPS was engaging in harassing behavior inside an SGPS office or space, the organization could ban them from entering the space in the future. The same applies to individuals who were previously SGPS members but are no longer affiliated.

P.17.2.2 Options for Addressing Harassment and Rights of Parties

The procedure for reporting harassment in this document is just one means of addressing these issues. It is intended to provide a venue and resolution process for members and staff of the SGPS who have experienced harassment, or for community members who have experienced harassment or discrimination by an SGPS member or staffer. This procedure will act as a guide for the SGPS to address harassment complaints and problems, but is intended to offer flexibility for unique circumstances and emergencies.

Experiencing harassment of any kind can be challenging. If an individual reports a case of harassment, their comfort and safety will be made a priority. If at any point they feel unsafe or uncomfortable with the process, they should speak to the person managing their complaint in order to address their concerns. The process should always be flexible and ready to accommodate a complainant where needed and reasonable. The SGPS supports a harassment-free environment and will address every complaint seriously and in good faith.

Harassment may be a criminal offence, if the harassment involves attempted or actual physical assault, including sexual assault, or threats of an assault. Stalking is a crime called "criminal harassment." Where harassment includes any of these things, members are encouraged to contact the local police service.

Every person has a right to claim and enforce their right to a workplace free of harassment and discrimination. No person shall be negatively treated for bringing forward a complaint, providing information related to a complaint, or helping to resolve a complaint. It is a violation of SGPS policy to discipline or punish a person because they have brought forward a complaint, provided information related to a complaint, or otherwise been involved in the complaint resolution process. Reprisal may be

the subject of a complaint under this procedure, and persons engaging in reprisal are subject to disciplinary measures, up to and including termination of employment.

Individuals who feel that they are experiencing harassment or discrimination of any kind are encouraged to take notes about the incident. Notes should attempt to record the location, date, time, circumstances, and any witnesses to the incident. While these notes are not required to file a formal complaint, they can be very useful to the party that investigates the claim. Individuals who have been notified of a complaint against them are also advised to create and keep written notes about the events at issue, and to maintain any relevant written documentation. For all parties this should include:

1. What happened – a description of the events or situation
2. When it happened – dates and times of the events or incidents
3. Where it happened
4. Who saw it happen – the name of any witnesses, if applicable

If a person does not explicitly object to harassing behaviour, or appears to be permitting it, this does not mean that the behaviour is okay. The behaviour could still be considered harassment under the Code, and this individual can and should still seek out official assistance.

P.17.2.3 Confidentiality and Privacy

Managers, investigators, mediators and persons receiving complaints will, to the extent possible, protect the confidentiality and privacy of persons involved in a complaint, subject to the requirements of a fair investigation and resolution process.

All documents related to a complaint, including the written complaint, witness statements, investigation notes and reports, and documents related to the complaint, will be securely maintained by the relevant manager separate from personnel files, on a secure SGPS server.

P.17.2.4 How to Report Harassment

Complainants are encouraged to explain to the person who is harassing or discriminating against them that the conduct is unwelcome, but are not obliged to do so. If addressing the person responsible could lead to an escalation of the harassment or discrimination, or to safety risks, complainants are not expected to directly interact with that person. If a complainant feels they can safely make it known to the person responsible that the behaviour is unwelcome, this may resolve the matter, or may help later if a complaint is filed. However, a complainant should never feel obliged to address their harasser against their better judgment.

If the situation cannot be resolved by speaking to the person responsible, a complaint may be made by speaking to the current SGPS Vice President Professional. If the complainant feels uncomfortable with speaking to this individual because they are the harasser, or if they feel they can not be an impartial intervener, then they may alternatively seek out the SGPS President, SGPS Council Speaker, or an immediate supervisor where possible. This party should be neutral to both the complainant and individual allegedly causing the harassment, and will subsequently manage the reported case.

If the complainant is a Student Advisor, it is recommended they approach the Program Administrator or the SGPS Vice President Graduate if possible, due to the confidential nature of their program. If either of these parties cannot be approached because of the nature of the harassment, the Student Advisor can approach the SGPS President, Executive Director, or another suitable SGPS official.

Where possible, the complaint should be made in writing, including details of:

- What happened – a description of the events or situation
- When it happened – dates and times of the events or incidents
- Where it happened
- Who saw it happen – the names of any witnesses, if any.

The person receiving the complaint will notify the person(s) complained against (the respondent(s)) of the complaint and provide the respondent(s) with a copy of the written complaint.

If necessary, the complainant or the respondent will be placed on a paid leave of absence, moved to a different location within the organization, or provided with alternative reporting relationships. The decision will be made on a case-by-case basis, and will reflect the principle that the complainant will not be penalized for making the complaint.

P.17.2.5 Investigating a Report of Harassment

Throughout this process complainants and respondents are entitled to seek representation of their choice, including legal counsel, at their own expense.

Following a report of harassment, the SGPS will take steps to investigate the circumstances of a complaint. The person selected to perform the investigation should be independent and objective, and should not be the same person managing the case. Wherever possible, the investigator should not be in a position of direct authority over any of the people involved in a complaint, but should report to someone with the authority to make and enforce decisions regarding the complaint. If necessary the investigator may be an individual external to the SGPS who will report their findings to the manager overseeing the case.

Persons conducting investigations must be knowledgeable about:

1. Human rights issues and principles in general
2. The requirements of the Code
3. The organization's anti-harassment/anti-discrimination policy and complaints procedure
4. Methods for conducting investigations.

The agreed-upon investigator is responsible for ensuring a thorough, fair and impartial investigation of the allegations in the complaint. The investigator will interview the complainant, the respondent(s), and

relevant witnesses suggested by the complainant or respondent(s), as well as gather documents relevant to the matters in the complaint.

All staff of the organization are required to cooperate with the investigator.

The investigator will, wherever possible, complete the investigation within 30 days of receiving the assignment.

At the conclusion of the investigation, the investigator will prepare a written report summarizing the allegations and the investigation results, and will forward the report to the manager overseeing the case.

P.17.2.6 Alternative Dispute Resolution

Alternative Dispute Resolution (ADR) and the use of a mediator to create an open dialogue between the two parties. A mediator is a neutral third party who acts as a facilitator to help the parties reach a negotiated settlement that both parties agree to.

Where appropriate, the person receiving the complaint will offer the parties an opportunity to mediate the complaint. No person will be required to undertake mediation. Mediation can be conducted by a neutral SGPS member with official mediation training, or an expert third-party mediator. Mediation may take place at any stage during the complaint process.

P.17.2.7 Potential Outcomes

Based on the findings in the investigator's report, the manager overseeing the case will decide whether the policy has been violated.

If the policy has been violated, the Human Resources Manager will determine the appropriate consequences for the person(s) who violated the policy. These may include:

- An apology
- Counselling
- Education and remedial training
- A no-contact order
- Verbal or written reprimand
- Suspension with pay
- Suspension without pay
- Transfer of office or responsibilities
- Termination of employment

In determining the appropriate consequences, the Human Resources Manager will take into account the nature of the violation, its severity, and whether the individual has previously violated the policy.

Where a violation of the policy is found, the appropriate manager will also take any steps necessary to repair the effects of the discrimination or harassment on the complainant, and to prevent any further recurrences of harassment or discrimination within the organization.

Either the Vice President Professional or the manager who handled the case will be responsible for monitoring the outcome of the complaint. This individual will forward the decision of the investigation and the final consequences to Campus Security to protect the complainant and ensure that specific terms like a no-contact agreement will be enforced.

If the report of harassment has been found to have merit, but the offending party refuses to accept the decision of the manager or comply with the consequences, then the manager may choose to pass the claim and their findings to another university body to be enforced. The manager may choose to contact Campus Security, the Registrar's Office, the SGPS Judicial Committee or the Office of the Ombudsperson in order to enforce fines, conditions, or other consequences.

P.17.2.8 False or Malicious Reports

If a complaint is determined to be unfounded there will not be an automatic penalty against the complainant. However, where there is objective evidence to show that the complaint was maliciously filed, with deliberate intent to injure or mislead. Only where the evidence of malice in bringing a complaint is compelling and undeniable should disciplinary measures of any sort apply to complainants.

P.17.2.9 Communication of Decision

The complainant and the respondent(s) will each be provided with a copy of the investigator's report, and with the case manager's decision regarding outcomes.

Where a complainant or respondent is dissatisfied with the outcome of the complaint, he or she will be reminded of alternative university bodies that can handle their issue, and about his or her rights under the Ontario Human Rights Code.

P.17.2.10 Alternative Reporting Process and Appeal

If the SGPS Executive and Council cannot provide an adequate means to address the harassment, or if a complainant or respondent feels that their issue has been mishandled, they may seek out an alternative body to investigate their claim.

Individuals can contact the following parties:

- Queen's Human Rights Office
- The SGPS Judicial Committee, chaired by the current SGPS Council Speaker
- Office of the Ombudsperson
- Queen's Campus Security