



Northern British Columbia Graduate Students' Society

BC Federation of Students Local 20

RESPECTFUL ENVIRONMENT POLICY

Harassment · Discrimination · Sexualized Violence

Member & Public Summary

Every graduate student, board director, staff member, and guest of NBCGSS has the right to participate in a safe, respectful, and inclusive environment — free from harassment, discrimination, and sexualized violence. This summary tells you what that means, what NBCGSS will do to uphold it, and how to get help.

Full policy: www.nbcgss.ca | Office: Room 7-168, UNBC | gssoffice@unbc.ca

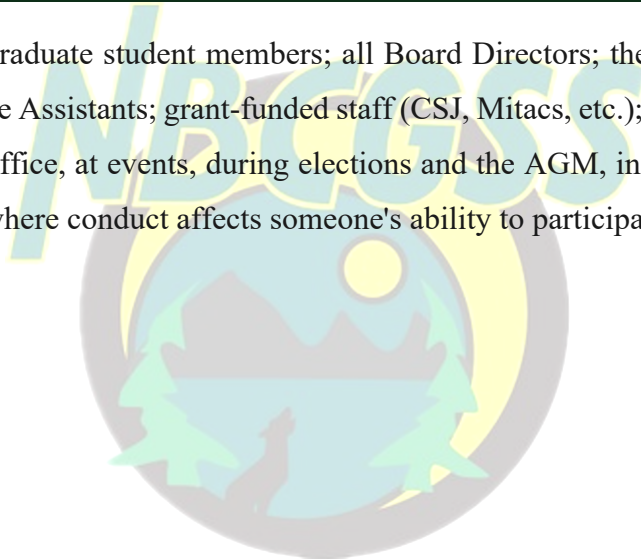
OUR COMMITMENT

NBCGSS is committed to providing every graduate student, board director, staff member, volunteer, contractor, and guest with an environment built on respect, dignity, and inclusion. We do not tolerate harassment, discrimination, bullying, or sexualized violence in any form.

This Policy was developed in consultation with UNBC — including feedback from the UNBC Student Conduct & Care Office — to ensure NBCGSS processes are consistent with UNBC's own trauma-informed approach and that students receive coordinated, non-duplicated support from both organizations.

WHO THIS POLICY COVERS

This Policy applies to: all graduate student members; all Board Directors; the Executive Director, Office Manager, and Administrative Assistants; grant-funded staff (CSJ, Mitacs, etc.); volunteers; contractors; and guests — in the NBCGSS office, at events, during elections and the AGM, in NBCGSS-connected online spaces, and in any context where conduct affects someone's ability to participate in NBCGSS.



WHAT WE DO NOT TOLERATE

You do not need to use legal terminology to report a concern — describe what happened and we will help you understand what applies.

Harassment

Aggressive, hostile, threatening, or demeaning behaviour directed at a person because of who they are — their race, gender, religion, disability, sexual orientation, or other protected characteristic.

Personal Harassment and Bullying

Repeated or severe conduct intended to belittle, intimidate, isolate, or demean a person — even when not connected to a protected characteristic.

Sexual Harassment

Unwelcome sexual advances, comments, requests, or conduct of a sexual nature that creates a hostile or uncomfortable environment, or that is used as a condition of participation or employment.

Sexualized Violence

Any non-consensual sexual act or threat — including sexual assault, coercion, stalking, voyeurism, or non-consensual sharing of intimate images.

Discrimination

Treating someone unfairly — intentionally or unintentionally — because of a protected characteristic such as race, religion, gender, disability, age, or sexual orientation, in a way that limits their access to opportunities or participation.

Reprisal

Taking any action against someone because they reported a concern, participated in a complaint process, or supported someone who did.

YOUR RIGHTS UNDER THIS POLICY

Every person covered by this Policy has the right to:

- Make a confidential disclosure without being required to file a formal complaint
- Receive support from NBCGSS and/or UNBC services regardless of whether you report formally
- Access the UNBC Student Conduct & Care Office and UNBC Office of Equity and Inclusion simultaneously with NBCGSS processes
- Have your concern addressed in a timely, fair, and trauma-informed manner
- Be accompanied by a support person throughout any formal process
- Be protected from reprisal for raising a concern in good faith
- Have conflicts of interest declared and decision-makers recused
- Appeal a decision

HOW TO GET HELP — 7 STEPS

You do not need to have all the answers before reaching out. Start with a confidential conversation — no obligation to proceed further.

Talk to someone — confidentially

1

Contact the EDI & Welfare Director (gssdiversity@unbc.ca) for a private, confidential conversation. You may also contact the Director of Indigenous Students' Affairs for culturally safe support first. For sexual harassment or sexualized violence, you may also contact the Student Conduct & Care Office (connectu@unbc.ca) — all paths are available simultaneously.

Understand your options**2**

The EDI Director will explain: disclosure only, informal resolution, or formal complaint. Nothing happens without your agreement — unless there is a safety risk.

Informal resolution (optional)**3**

Where both parties agree, the EDI Director facilitates a resolution — a conversation, acknowledgment, or commitment to changed behaviour. Voluntary and confidential.

Formal complaint (if needed)**4**

Submit a written complaint. Routed to the EDI Director, Chairperson, or SRO depending on who is involved. Respondent has 14 days to respond.

Investigation**5**

An impartial investigator — who may be external — is appointed. Both sides are heard. Written report produced within 60 calendar days.

Decision and outcome**6**

Chairperson (or Board, if involved) issues a written decision within 20 days. Remedies and sanctions applied where a breach is found.

Appeal**7**

Either party may appeal to the full Board within 14 calendar days on limited grounds. Board decides within 30 days — final within NBCGSS.

SPECIAL SITUATIONS

During Elections

All candidates are subject to this Policy. Sexual harassment or harassment by a candidate can result in immediate interim suspension from campaigning. The EDI Director and Chief Returning Officer coordinate. Both NBCGSS and the Student Conduct & Care Office (connectu@unbc.ca) are available for support at the same time.

At the AGM or Any Meeting

Members have the unconditional right to question and challenge the board and staff respectfully. However, personally targeting or intimidating an individual crosses the line. The Chairperson is obligated to intervene in real time: verbal reminder → formal warning → remove speaking privileges → remove from meeting. If you are targeted, NBCGSS can file a complaint on your behalf.

Campus-Wide Safety Concerns

NBCGSS's interim measures apply within its own activities. For campus-wide safety matters — such as no-contact orders across the university campus — NBCGSS will refer the matter to the Student Conduct & Care Office (connectu@unbc.ca), which has the authority to impose campus-wide measures for student matters.

Staff and Board Disputes

Concerns about the Executive Director must be raised through the SRO — not by mass email to the full Board. The SRO responds within 5 business days.

Operational Complaints

If you have a concern about NBCGSS services or administration (not harassment), email gssoffice@unbc.ca. If unresolved in 14 days, escalate in writing to the SRO.

INTERNAL CONTACTS

Name & Role	Contact
Director, EDI & Welfare (Primary Contact)	gssdiversity@unbc.ca
Chairperson	gsspres@unbc.ca
Director, Internal Relations & SRO (where appointed)	gssvp@unbc.ca
Director, Indigenous Students' Affairs	gssindigenous@unbc.ca
Executive Director	gssoffice@unbc.ca
NBCGSS General Office — Room 7-168, UNBC 250-960-5671	gssoffice@unbc.ca



EXTERNAL SUPPORT AND RESOURCES

You may access any of these at any time — independently of, or alongside, the NBCGSS complaint process.

Organization	Contact	What They Offer
UNBC Women's Centre	250-960-5632	Sexual harassment, sexualized violence, and gender-based harm support
Student Conduct & Care Office	connectu@unbc.ca	Student conduct concerns, campus-wide interim measures, and consistent trauma-informed support
UNBC Office of Equity and Inclusion	250-960-5309	Discrimination and human rights complaints; UNBC policy guidance
UNBC Sexual Violence Support	250-960-6369	Confidential support and referrals for survivors of sexualized violence
UNBC Counselling Services	250-960-6369	Free, confidential counselling for UNBC students

NBCGSS | BCFS Local 20 | Room 7-168, 3333 University Way, Prince George BC V2N 4Z9

gssoffice@unbc.ca | 250-960-5671 | www.nbcgss.ca

Unceded and Traditional Territory of the Lheidli T'enneh First Nation

Full policy document available at www.nbcgss.ca and at the NBCGSS office.