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- 2.5 Upon receipt of a Report the Registrar will:
- a) address any immediate safety needs of the Complainant;
and
 - b) set up a meeting with the Complainant to explain in plain language all relevant elements of the Policy and Procedures.
- 2.6 If there are immediate concerns for safety and security the Registrar may request that University Security Services revoke access or bar entry of any person onto University premises.
- 2.7 The Complainant or Respondent has the right to be accompanied by a support person (e.g. UWSA representative, family member, friend) in any meeting arising from these Procedures.

3. Preliminary Assessment

- 3.1 Based on the information available from the Complainant's Report, the Registrar will determine whether the Report:
- a) has sufficient information to move forward;
 - b) whether the Complaint is trivial in nature;
 - c) whether the Complaint is timely or whether an extension of time for the Complaint is warranted;
 - d) whether the matter is within the jurisdiction of the University;
and
 - e) whether the Complaint establishes a *prima facie* case of Non-Academic Misconduct under the policy.
- 3.2 If the Registrar determines it is not appropriate to proceed further with the Complaint based on 3.1, the Complainant will be notified and no further action will be taken. If the Registrar determines that the matter is more appropriate to proceed under another University policy or process, they will notify the Complainant and defer the matter to the appropriate Administrator.
- 3.3 If the Report satisfies the parameters of 3.1 the Registrar will:



5. Interim Measures

- 5.1 The Registrar shall determine whether interim measures are required, based on



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- c) notify the Complainant and the Respondent of the investigation and their obligations of confidentiality and to respect privacy as set out in the Policy and Procedures; and

- 7.5 The Complainant and Respondent may be accompanied by a support person through the workings of the Policy and Procedures. The support person may supplement the Student's presentation to:
- a) raise specifics of the case as previously discussed between that person and the Student;
 - b) raise procedural matters if correct procedures have not been followed;
 - c) assist in overcoming barriers the Student may be experiencing including language comprehension issues or discomfort presenting;
 - d) deliver a closing statement.

8. Conducting the Investigation

- 8.1 After reviewing the Report, the written response, and any relevant documentation, the Investigator shall contact the Complainant and the Respondent to arrange separate interview times. At the time of initial contact the Investigator will explain to all parties the investigation process, their duty to make their findings on a balance of probabilities, and their role as Investigator.
- 8.2 The Investigator will conduct interviews with the Complainant and the Respondent separately and may need to meet with each party more than one time during the course of the investigation. The Complainant and Respondent shall have the opportunity to provide the Investigator with information, documents, names of witnesses, and other submissions or evidence that they believe are relevant to the Complaint. The Investigator may request and shall be provided with any evidence they deem relevant to the investigation. The Investigator shall interview relevant witnesses and review documentary or other evidence obtained.
- 8.3 The Investigator shall ensure that both the Complainant and Respondent have had a full opportunity to review and respond to all



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