

# SCARBOROUGH CAMPUS STUDENTS' UNION

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## Board of Directors Package

Thursday April 5, 2018

7:00PM

University of Toronto Scarborough Campus,  
Student Centre - SL232

# RULES OF ORDER AT A GLANCE

To do this:	You say this:	May you interrupt the speaker?	Must you be seconded?	Is the motion debatable?	Is the motion amendable?	What majority is required?
Object to incorrect procedure being used	Point of order.	YES	NO	NO	NO	No vote taken, chair rules
Seek clarification from the previous speaker	Point of information.	YES	NO	NO	NO	No vote taken, chair rules
Object to something which prevents your continued participation (eg. excessive noise)	Point of personal privilege.	YES	NO	NO	NO	No vote taken, chair rules
Object to a motion being considered	I object to consideration of this motion.	YES	NO	NO	NO	2/3 majority
Consider something out of its scheduled order	I move that the agenda be amended in order to deal with the following item . . .	NO	YES	YES	YES	2/3 majority
Appeal the ruling of the chair	I appeal the ruling chair on . . .	YES	YES	YES	NO	Majority
Change a motion	I move that the motion be amended to read . . .	NO	YES	YES	YES	Majority
Have a motion studied more before voting on it	I move that the motion be referred to . . .	NO	YES	YES	YES	Majority
Postpone further discussion on a motion until later in the meeting	I move that the motion be postponed until . . .	NO	YES	Only to time	YES	Majority
Postpone consideration of a motion until a future meeting	I move that the motion be postponed until . . .	NO	YES	Only to time	YES	Majority
Defer consideration of a motion temporarily	I move that motion...be laid on the table	NO	YES	NO	NO	Majority
Raise a matter previously tabled	I move that motion . . . be lifted from the table.	NO	YES	NO	NO	Majority
Reconsider a motion already voted on earlier in the meeting.	I move that motion . . . be reconsidered.	NO	YES	YES (if original motion was)	NO	Majority
End debate on a motion	I call the question	NO	YES	NO	NO	2/3 majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote.	NO	NO	NO	NO	Majority
Recess the meeting.	I move that the meeting recess until . . .	NO	YES	Only to time	YES	Majority
End the meeting	I move that the meeting adjourn.	NO	YES	NO	NO	Majority

## Attendance

<b>Last Name</b>	<b>First Name</b>	<b>Constituency or Position</b>
Williams	Lavelle	Director of Anthropology and Health Studies
Sithamparanathan	Gobika	Director of Biological Sciences
Hamzai	Hanna	First Year Director
Mohamed	Nafisa	Vice-President Campus Life (ex – officio)
Srithas	Sitharsana	President
Frimpong	Nana	Vice-President Equity
Stojanovski	Sylvie	Director of Arts, Culture and Media
Hassan	Deena	Vice-President Operations
Morris	Ashley	Director of Sociology
Arayata	Christina	Vice-President Academics & University Affairs
Hosseini Nassab	Seyed Ali	Director of Philosophy
Dang	Raymond	Director of Political Science
Sahgal	Armaan	First Year Director

## Agenda

### 1. Call to order

The meeting is called to order at \_\_:\_\_

### 2. Approval of Chair

Motion Moved: Srithas Seconded:

Be it resolved that Hildah Otieno be approved as Chair of the Board of Director Meetings for 2017-18 fiscal year.

### 3. Announcements

### 4. Approval of Agenda

Motion Moved: Srithas Seconded:

Be it resolved that the agenda for the April 5, 2018 SCSU Board of Directors meeting be approved as presented.

### 5. Equity Statement

### 6. Approval of Minutes

Motion Moved: Srithas Seconded:

Be it resolved that the April 5, 2018 minutes package including the following documents be approved as presented:

- a) Commission Minutes
  - i. March, 2018 on Page 16
- b) Executive Committee Minutes
  - i. March 27<sup>th</sup> 2018 on Page 15

### 7. Ratification of 2018-19 Board of Directors

Motion Moved: Srithas Seconded:

Be it resolved that Nicole Brayannis be ratified as President for the 2018-19 fiscal year; and

Be it resolved that Ayaan Abdulle be ratified as Vice-President Academics & University Affairs for the 2018-19 fiscal year; and

Be it resolved that Hana Syed be ratified as the Vice-President External for the 2018-19 fiscal year; and

Be it resolved that Chemi Lhamo be ratified as the Vice-President Equity for the 2018-19 fiscal year; and

Be it resolved that Desmond Chan be ratified as the Vice-President Operations for the 2018-19 fiscal year; and

Be it resolved that Mobeen Lalani be ratified as the Director of Anthropology & Health Studies for the 2018-19 fiscal year; and

Be it resolved that Sylvie Stojanovski be ratified as the Director of Arts, Culture & Media for the 2018-19 fiscal year; and

Be it resolved that Hassan Syed be ratified as the Director of Biological Sciences for the 2018-19 fiscal year; and

Be it resolved that Soaad Hossain be ratified as the Director of Computer and Mathematical Sciences for the 2018-19 fiscal year; and  
Be it resolved that Leeza Gheerawo be ratified as the Director of Centre for Critical Development for the 2018-19 fiscal year; and  
Be it resolved that Kali Tadesse be ratified as the Director of Centre for French & Linguistics for the 2018-19 fiscal year; and  
Be it resolved that Hanna Kassim be ratified as the Director of Human Geography for the 2018-19 fiscal year; and  
Be it resolved that Ibrahim Awad be ratified as the Director of Management for the 2018-19 fiscal year; and  
Be it resolved that Rebecca Saldanha be ratified as the Director of Philosophy for the 2018-19 fiscal year; and  
Be it resolved that Zakia Fahmida be ratified as the Director of Physical & Environmental Science for the 2018-19 fiscal year; and  
Be it resolved that Raymond Dang be ratified as the Director of Political Science for the 2018-19 fiscal year; and  
Be it resolved that Jack Elkas be ratified as the Director of Psychology for the 2018-19 fiscal year; and  
Be it resolved that Lousie Lagman be ratified as the Director of Sociology for the 2018-19 fiscal year; and  
Be it resolved that Li Yang (Leon) Tsai be ratified as the Director of Historical & Cultural Studies for the 2018-19 fiscal year; and  
Be it resolved that Zahra Tootonsab be ratified as the Director of English for the 2018-19 fiscal year; and  
Be it resolved that Belal (Billy) Sahar be ratified as the Part-Time Director for the 2018-19 fiscal year.

**8. Destroy Election Ballots**

Motion Moved: Srithas Seconded:  
Be it resolved that the ballots for the SCSU 2018 Spring Elections be destroyed.

**9. Operational Policy – Student Centre Reserve Fund (Page 19)**

Motion Moved: Srithas Seconded:  
Be it resolved that the Operational Policy – Student Centre Reserve Fund be adopted as presented

**10. Operational Policy – Human Resources Guideline on Civil Conduct (Page 21)**

Motion Moved: Srithas Seconded:  
Be it resolved that the Operational Policy – Human Resources Guideline on Civil Conduct be adopted as presented

**11. Operational Policy – Human Resources Policy on Harassment and Discrimination (Page 25)**

Motion Moved: Srithas Seconded:  
Be it resolved that the Operational Policy – Human Resources Policy on Harassment and Discrimination be adopted as presented.

**12. Operational Policy – DSA Funding Amendments (Page 33)**

Motion Moved: Srithas Seconded:  
Be it resolved that the Operational Policy – DSA Funding Amendments be adopted as presented

**13. Motion – Multi-Faith Rooms**

Motion Moved: Srithas Seconded:

WHEREAS the Scarborough Campus Students' Union (SCSU) has a mission statement to lobby for a campus that is equitable, inclusive, and accessible for all students at the University of Toronto Scarborough (UTSC); and

WHEREAS the SCSU empowers students' to be faith and culturally sensitive, but SCSU itself is reluctant to faith and so far has not quite catered to meet the needs of students of faith at UTSC; and

WHEREAS previously this year, the SCSU held a non-faith event in the smaller multi-faith prayer room, and left it messy for another faith group to clean who were delayed in performing their religious and spiritual ritual; and

WHEREAS the SCSU needs to be respectful of the prayer spaces in the Student Centre and internally practice faith sensitivity as they preach it; and

WHEREAS despite SCSU operating the Student Centre, the SCSU does not maintain and sustain the multi-faith prayer rooms, does not help to clean it, and preserve the room for students of faith. Instead faith groups who use the multi-faith prayer rooms at the Student Centre are the ones who clean it and maintain it; and

WHEREAS the multifaith prayer rooms are outdated, the foot washing stations in the SCSU bathrooms are inadequately functioning and also inaccessible to many students who don't pray in the student centre; and

WHEREAS it is a commitment for the SCSU to represent all students on campus, including students of faith and their needs; and

WHEREAS the SCSU is also committed this year to creating and lobbying for more accessible bathrooms; so

BE IT RESOVED that the SCSU immediately update and renovate the current multi-faith prayer rooms, with new partitions, carpet, resources, and fresh paint in the bigger multifaith prayer room, and new furniture, set-up, and fresh paint in the smaller multifaith prayer room; and

BE IT FURTHER RESOLVED that the SCSU update and add more foot washing stations in the student centre bathrooms (upstairs and downstairs), as the knobs on the current ones are broken so students can perform ablution; and

BE IT FURTHER RESOLVED that the SCSU lobby the university administration to build more foot washing stations in bathrooms across the campus, as many students find the Student Centre bathrooms inaccessible and out of reach.

**14. Motion – By-Law Considerations**

Motion

Moved: Srithas

Seconded:

WHEREAS a comprehensive by-law review is necessary for the well-functioning of the SCSU;

WHEREAS these gaps in the by-laws threaten the daily operations and special operations of the SCSU Whereas previous SCSU Policy and By-laws Committees have not submitted amendments to the by-laws in recent years;

WHEREAS previous SCSU Board of Directors have also not submitted amendments to improve the by-laws in recent years;

BE IT RESOLVED that the Board of Directors take into consideration amending Bylaw III 1.3 from providing the membership 10 days notice of a general meeting to 14 days instead of 10 days;

BE IT FURTHER RESOLVED that the Board of Directors consider amending By-law III 1. by adding the following, “Winter Semester General Meeting” with the clauses underneath that heading being, “1. A winter term general meeting will be held between February 15th and March 15th of the current academic year to show the progress that SCSU has made towards advancing the objectives sought after by the executive committee.” and, “2. During this meeting, Board of Directors will present their progress on their projects to the union’s membership”;

BE IT FURTHER RESOLVED that the Board of Directors consider amending By-law III, 1.4. to change the numbers for an annual general meeting, from 500 to 700, and 1.4 to be amended to include, “The quorum required for a Winter General Meeting of the Union shall be no less than five hundred (500) Members of the Union, of whom at least forty (40) Members shall be present in person”;

BE IT FURTHER RESOLVED that the Board of Directors consider amending By-law III 1.5., to add, “Minor programs may vote for their department director,” and, “First years may not vote for their department director, but only for executive candidates”;

BE IT FURTHER RESOLVED that the Board of Directors consider amending the dates specifically listed in By-law X 3. As August 1st, from August 1st to May 1st;

BE IT FURTHER RESOLVED that the Board of Directors consider amending By-law X 1., to include the clause, “Executives of the Union are considered abandoning their office when they have missed 5 board of directors meetings without adequate reason, and have missed at least 3 executive committee meetings per month without adequate reason, and shall receive a special hearing by the board of directors to rectify the situation”;

BE IT FURTHER RESOLVED that the Board of Directors consider amending, By-law X, 3., to include the following, "For financial transactions that take place at commissions, commissions members may grant up to \$250 per project informally with explanation of where the money will be directed," and, "For projects that request over \$500, they will be required to make a formal presentation to the commission," and amending 3.(f) to read, "Quorum is three (3) non-Board members and three (3) members of the Board of the Commission(s) with at least one of those members being a Department Director.

**15. Motion – Justice for Soli**

Motion

Moved: Srithas

Seconded:

WHEREAS Soleiman Faqiri was an inmate living with mental health issues, and was brutally murdered by prison guards in his cell in the "most complained about jail" at Central East Correctional Centre in Lindsay on December 15, 2016; and

WHEREAS Soleiman Faqiri was a visible Muslim individual living with schizophrenia under government care; and

WHEREAS the family was concerned about Soleiman Faqiri's care through Central East Correctional Centre before his death, requesting a mental health assessment three days before he was murdered; but the family never received this assessment; and

WHEREAS the Coroner's report was supposed to be released 6-8 weeks after Faqiri's murder, but after seven months, the report was officially released;

WHEREAS without the coroner's report, Faqiri's lawyers were not able to access any files or video recordings of Soleiman Faqiri in the prison system; and

WHEREAS it has been revealed that despite the prison administration knowing that Soleiman Faqiri was mentally ill and diagnosed with Schizophrenia, he was placed in segregation, otherwise known as solitary confinement; and

WHEREAS Soleiman Faqiri was brutally beat inside his jail cell, with his legs and arms cuffed, pepper sprayed, and then covered with a spit hood; and

WHEREAS the coroner's report did not identify the guards involved or the legal consequences for their actions; and

WHEREAS a campaign called 'Justice For Soli' was launched in efforts to seek justice for Soleiman Faqiri and his family; and

WHEREAS the Ministry of Community Safety and Correctional Services refused to make a statement on Soleiman Faqiri's arrest and murder; and

WHEREAS Soleiman Faqiri's death was due to a lack of education and training of officials with mental illness awareness; and



WHEREAS the Canadian Federation of Students-Ontario (CFS-O) and the Scarborough Campus Students' Union (SCSU) has a long-standing commitment to challenging systems of oppression, including the Anti-Islamophobia campaign and "Challenge Ableism," under the United for Equity campaign; and

WHEREAS the brutal murder of Soleiman Faqiri is clearly an instance of Islamophobic death and a hate crime against differently abled people; and.

WHEREAS Islamophobia, ableism, and all other forms of discrimination affect students across the province; and

WHEREAS as student representatives, it is our responsibility to collectively challenge these systems of oppression;

BE IT RESOLVED that SCSU endorse the Justice For Soli campaign; and

BE IT FURTHER RESOLVED that SCSU support the campaign by writing a letter to Marie-France Lalonde, Minister of Community Safety and Correctional Services (and/or other relevant bodies), and that this letter condemn the actions of Central East Correctional Centre, demand that the names/identification of the guards involved with the murder of Soleiman Faqiri be made public and that these guards face appropriate legal consequences for their actions; and

BE IT FURTHER RESOLVED that SCSU support the campaign by lobbying Marie-France Lalonde, Minister of Community Safety and Correctional Services (and/or other relevant bodies) to call for a review of relevant mental health training procedures through correctional services across the province; and

BE IT FURTHER RESOLVED that the SCSU make a donation of \$1000 to the Justice For Soli organization to help sustain the operational costs of the movement; and

BE IT FURTHER RESOLVED that the SCSU connect with the organizers of the Justice For Soli campaign to seek ways of further supporting.

### **16. Fee Increases**

Motion

Moved: Srithas

Seconded:

Be it resolved that the following adjustments be approved beginning in the Fall 2018 session:

- An increase of \$0.40 per session in the SCSU membership fee (\$0.02 part-time); and
- An increase of \$0.12 per session (full-time only) in the CFS/CFS-O membership fee; and
- An increase of \$0.59 per session in the Student Centre fee (\$0.18 part-time); and
- A continuation of the Student Refugee Program fee

\*increases represent 1.5%

**17. Signing Officer**

Motion

Moved: Srithas

Seconded:

Be it resolved that Christina Arayata be granted signing authority on behalf of the Scarborough Campus Students' Union for the 2017-18 fiscal year.

**18. Executive Report (Page 11)**

**19. Adjournment**

Motion

Moved: Srithas

Seconded:

Be it resolved that the April 5, 2018 SCSU Board of Directors meeting be adjourned.

## Executive Report

### Services & Operations

#### Scarborough Campus Students' Union (SCSU)

##### INCOME STATEMENT

	Jan-18	Description of Accounts
<b>REVENUE</b>		
Student Fees	\$194,650.23	Health & Dental fee, SCSU Membership fees
Space Rental Income	\$27,713.87	Tenant Fee's and Conference Room Rental
Services Revenue	\$4,185.55	Discounted Tickets, Lockers & Postering
Event Sales	\$3,671.36	Orientation, Boat Cruise, Mosaic, etc
Metropasses	\$100,666.89	TTC Merchandise
Vending Commissions	\$0.00	Vending machine commissions
Advertising Revenue	\$0.00	Student Center advertising and agenda book ad revenue
Other Income	\$123.50	Investment, Grants, Sponsorship
<b>TOTAL REVENUE</b>	<b>\$331,011.40</b>	
<b>EXPENSE</b>		
Salaries, Wages & Benefits	\$46,744.59	Salaries, wages, honorariums, and benefits
Supplies	\$2,054.32	Office, computer, photocopier, and general supplies
Ticket Purchases	\$1,166.25	Discounted Tickets
Internal Services	\$2,915.79	Postage, Insurance etc.
Metropasses	\$102,967.25	TTC Merchandise
Event Costs	\$1,128.73	Orientation, Spring Formal & other event costs
Elections	\$1,168.33	Election related costs (candidate reimbursement, materials, etc.)
Meetings	\$9.71	Annual General Meeting, General Meeting & Meeting Costs
Programming Costs	\$1,771.23	Campaigns, VNP, Food Centre, RSC and Appreciation
Funding	\$5,431.45	Clubs Funding, DSA Funding, Donations and Bursaries
Professional Development & Travel	\$6,078.00	Continuity, Transportation and Travel
Building Repairs & Maintenance	\$29,082.85	Repairs and maintenance costs for the building
Professional Fees	\$0.00	Legal fees, Auditing Fees, etc
Telephone & Communications	\$1,940.24	Phone Charges
Bank Charges	\$200.55	General Bank Charges
<b>TOTAL EXPENSES</b>	<b>\$202,659.29</b>	
<b>NET INCOME</b>	<b>\$128,352.11</b>	

## Scarborough Campus Students' Union (SCSU)

### INCOME STATEMENT

	Feb-18	Description of Accounts
<b>REVENUE</b>		
Student Fees	\$0.00	Health & Dental fee, SCSU Membership fees
Space Rental Income	\$52,493.24	Tenant Fee's and Conference Room Rental
Services Revenue	\$670.39	Discounted Tickets, Lockers & Postering
Event Sales	\$1,570.00	Orientation, Boat Cruise, Mosaic, etc
Metropasses	\$48,993.75	TTC Merchandise
Vending Commissions	\$0.00	Vending machine commissions
Advertising Revenue	\$0.00	Student Center advertising and agenda book ad revenue
Other Income	\$2,622.42	Investment, Grants, Sponsorship
<b>TOTAL REVENUE</b>	<b>\$106,349.80</b>	
<b>EXPENSE</b>		
Salaries, Wages & Benefits	\$68,488.66	Salaries, wages, honorariums, and benefits
Supplies	\$1,149.27	Office, computer, photocopier, and general supplies
Ticket Purchases	\$421.52	Discounted Tickets
Internal Services	\$1,428.18	Postage, Insurance etc.
Metropasses	\$52,052.50	TTC Merchandise
Event Costs	\$7,066.86	Orientation, Spring Formal & other event costs
Elections	\$8,689.77	Election related costs (candidate reimbursement, materials, etc.)
Meetings	\$0.00	Annual General Meeting, General Meeting & Meeting Costs
Programming Costs	\$11,182.67	Campaigns, VNP, Food Centre, RSC and Appreciation
Funding	\$8,478.06	Clubs Funding, DSA Funding, Donations and Bursaries
Professional Development & Travel	\$60.40	Continuity, Transportation and Travel
Building Repairs & Maintenance	\$0.00	Repairs and maintenance costs for the building
Professional Fees	\$276.64	Legal fees, Auditing Fees, etc
Telephone & Communications	\$0.00	Phone Charges
Bank Charges	\$296.64	General Bank Charges
<b>TOTAL EXPENSES</b>	<b>\$159,591.17</b>	
<b>NET INCOME</b>	<b>-\$53,241.37</b>	

## **Campaigns & Advocacy**

### **Student Academic Forum**

Tuesday February 13 the VP AUA, President, VP Equity, and VP Campus Life met with University Administration to discuss academic matters on campus. Items that were discussed focused around academic accessibility. What was included in this conversation are the CR/NCR update (which we successfully got this year), the implementation of a self-declared sick note pilot, and AccessAbility appointment wait times. For more information please contact Christina at [academics@scsu.ca](mailto:academics@scsu.ca)

### **Academic Travel Fund and Partnership Committee**

Tuesday February 13 and Wednesday March 14 the VP AUA attended the Academic Travel Fund and Partnership Committee for rounds 3 and 4. This is where funding packages were examined by the AUA and University Administration for students who were seeking funding for Partnership events on campus and academic excursions. For more information please contact Christina at [academics@scsu.ca](mailto:academics@scsu.ca)

### **Love is in the Air**

Wednesday February 14 and Thursday 15 the VP AUA and the following DSAs collaborated to provide a Valentine's Day two day tabling event: SOS, SELF, ARTSA and HCSSA. For more information please contact Christina at [academics@scsu.ca](mailto:academics@scsu.ca)

### **Study Space Working Group Meeting**

Tuesday March 6 VP AUA met with the Study Space Working Group to discuss Highland Hall, updates on the Study Space App, exam schedule, and exam study space. For more information please contact Christina at [academics@scsu.ca](mailto:academics@scsu.ca)

### **Undergraduate Research Symposium**

Saturday March 14 VP AUA hosted the Undergraduate Research Symposium - Reclaiming Derivatives. There were six student presentations from various disciplines - each speaker was awarded a \$100 honorarium for their work. The Vice Dean of Academics Mark Schmuckler provided the morning Keynote, and Catherine Hernandez the author of "Scarborough" provided us with the closing keynote. The event was a success. For more information please contact Christina at [academics@scsu.ca](mailto:academics@scsu.ca)

### **Healing Through Art Workshop**

On March 21st, Kai Cheng Tom came to campus as part of a collaboration between SCSU and the Positive Space Committee. The event began with a performance of poetry by Kai and then turned into a Q+A between herself and attendees. For more information contact [equity@scsu.ca](mailto:equity@scsu.ca).

### **#MeToo Panel Conversation at IDERD**

On March 21st, VP Equity served as one of three panelists at the IDERD Conference on a panel about the #MeToo Movement as it relates to Racialized bodies. For more information about the scope of the conversation contact [equity@scsu.ca](mailto:equity@scsu.ca).

### **MP Salma Zahid's International Women's Day**

On Saturday March 10th, SCSU President and VP AUA was invited to make a presentation on efforts and initiatives SCSU has taken to support women identified people at the University of Toronto Scarborough Campus. The executives talked about various events, campaigns and advocacy the SCSU has done and continues to do in support of all women. For more information, contact [president@scsu.ca](mailto:president@scsu.ca).

### **Leaders Meet & Greet with Minister Hunter**

On Wednesday March 14, SCSU President coordinated a Leaders Meet and Greet in collaboration with Centennial College Students' Association Inc., where student leaders from both campuses were invited to discuss the importance of experiential learning in post-secondary. There were further discussion on how the province's mandate is going to look like in reality at post-secondary institutions. For more information, contact [president@scsu.ca](mailto:president@scsu.ca).

### **Student Town Hall with Minister Mitzie Hunter**

On Wednesday March 14, SCSU and CCSAI collaborated on the second town hall for the year. The student town hall series started with the goal of getting students more involved in politics and to promote civic engagement. At the town hall, students engaged in conversation with Minister Hunter on a variety of issues such as the new OSAP funding, healthcare, transit/infrastructure, jobs for youth, support for indigenous learners and international students, and much more. For more information, contact [president@scsu.ca](mailto:president@scsu.ca).

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## **Events & Programming**

### **Black Out - Annual Black History Month Showcase**

On February 15th, SCSU along with Caribbean Connections and the African Students' Association held their annual Black History Month Showcase. The show consist of various talents such as singing, spoken word, dancing. Black businesses were invited to participate as vendors for the event to help promote their businesses. After the show, we hosted an after party at the Rex's den to complete the night. If you have any questions about this event, please contact [campuslife@scsu.ca](mailto:campuslife@scsu.ca).

### **Montreal Reading Week Trip**

From February 21st to February 24, SCSU partnered with TNT tours to host the annual Montreal Trip. TNT offers a variety of activities for students to attend, such as city tours, skiing, and club events. If you have any questions about this event, please contact [campuslife@scsu.ca](mailto:campuslife@scsu.ca).

### **Cultural Mosaic**

This year was the 25th annual Cultural Mosaic, where the UTSC community could showcase the diversity it has. Campus groups were invited to participate in ways they would like to showcase their cultures and groups. Participation consisted of dances, singing, and food giveaways. If you have any questions about this event, please contact [campuslife@scsu.ca](mailto:campuslife@scsu.ca).

### **All the Stars - Annual Spring Formal**

On March 22, SCSU held the annual spring formal. This is the end of the year event to award various groups and individuals who students nominate based on why they feel they should be recognized this year. The night was filled with prizes, food, drinks and dancing to end off the year. If you have any questions about this event, please contact [campuslife@scsu.ca](mailto:campuslife@scsu.ca).

**MINUTES – SCSU EXECUTIVE COMMITTEE**

**Scarborough Campus Students' Union | Local 99, Canadian Federation of Students**

**Tuesday, March 27th, 2018 | 3:00pm | UTSC Student Centre, SL – 108**

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1. Call to Order:
  - a. Present: Arayata, Srithas, Frimpong, Mohamed, Siewrattan
  - b. Absent: Zakir, Hassan (On-Leave)

***BIRT the March 27<sup>th</sup> Agenda be approved as presented  
APPROVED***

2. ED Updates  
Currently working on contracts and backing up documents
3. Maya  
The launch date will be in April 3<sup>rd</sup> in the Ralph Campbell Lounge

***BIRT the March 27<sup>th</sup> meeting be adjourned  
APPROVED***

**MINUTES – SCSU COMMISSIONS**

**Scarborough Campus Students' Union | Local 99, Canadian Federation of Students  
Tuesday, March 27<sup>th</sup>, 2018 | 4:00pm | UTSC Student Centre, SL – 232**

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**1. Call to Order – 4:10pm**

**2. Approval of the Agenda**

**Moved:** Frimpong

**Seconded:** Arayata

**CARRIED**

**3. Land Acknowledgement/Equity Statement**

**4. Attendance** (voting & non-voting members)

Present:

Srithas (chair)

Siewrattan (secretary)

Frimpong (voting)

Arayata (voting)

Maharaj (voting)

Hosseini Nassab (non-voting)

Abdulhamid (non-voting)

Jahangir (non-voting)

Absent:

Okoro (non-voting)

Han (non-voting)

Estaris (voting)

Zakir (voting)

Banveyi (voting)

Atwal (voting)

Abdillahi (voting)

Konstantopoulos (voting)

Sahavian (voting)

Ramzi (voting)

Raguwaran (voting)

Williams (voting)

Morris (voting)

Brown (voting)

Joachimpillai (voting)

Hassan (voting)

Mohamed (voting)

Vigneswaramoorthy (voting)

Rajabi (voting)



## **MINUTES – SCSU COMMISSIONS**

**Scarborough Campus Students' Union | Local 99, Canadian Federation of Students  
Tuesday, March 27<sup>th</sup>, 2018 | 4:00pm | UTSC Student Centre, SL – 232**

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### **5. Maya**

Frimpong: Maya is a journal project and the launch will be happening next week in the Ralph Campbell Lounge and the Facebook event page will be launched tonight. Anyone is welcome to attend

### **6. UPASS**

Srithas: City Hall has passed a UPASS for students at a rate of \$75. There Is a referendum being held at Ryerson and at UTSG. There was a UPASS Referenda held at UTSC however, it failed because it did not include other transit systems.

Hosseini Nassab: Is the plan for UPASS to start with TTC and then move onto other transit systems?

Srithas: Currently, the conversation is only with TTC.

Hosseini Nassab: UTSG is currently having a referenda, are there plans to have this at Scarborough?

Srithas: A lot of planning will need to happen in order for SCSU to hold a referenda.

Hosseini Nassab: If a referenda were to happen, when would this be implemented?

Srithas: The UPASS would be available for the following fiscal year

Hosseini Nassab: Are there any discussions to have graduate students included?

Srithas: SCSU does not represent graduate students and will not be included in the referenda for UPASS

Abdulhamid: I do not think students will vote in favour of this because there are many students who drive to campus.

Jahangir: There are people who drive and I do not think it is fair to make people have to pay for this. If a referenda were to happen, it will probably fail

Hosseini Nassab: How many people use TTC?

**MINUTES – SCSU COMMISSIONS**

**Scarborough Campus Students' Union | Local 99, Canadian Federation of Students  
Tuesday, March 27<sup>th</sup>, 2018 | 4:00pm | UTSC Student Centre, SL – 232**

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Srithas: The majority of our students use transit and it varies for the different systems. Based on the UTSC survey where there were 1300 respondents, 86% were using transit and of that 80% use TTC.

Hosseini Nassab: When will we vote on this?

Srithas: A referenda will not happen this fiscal year, but it would also be helpful to see the outcomes of the Ryerson referenda and UTSG Referenda

**7. Other Business**

Frimpong: Human Library is happening at UTSC and there are wonderful people who will be sharing their stories. The idea is to interact with people you would not typically interact with. Some folks have expressed concerns over awkward silences, however there will be conversation starters on every table. The event will be happening from 3pm-7pm in Rex's Den.

**8. Adjournment**

**Moved:** Frimpong

**Seconded:** Arayata

## **Scarborough Campus Students' Union Policy Manual**

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### **OPERATIONAL POLICY – Student Centre Reserve Fund**

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#### **Date:**

#### **Motion: Student Centre Reserve Fund Policy**

#### **Preamble**

On October 15<sup>th</sup> 2004, the SCSU signed a 25-year Student Centre Management Agreement (“SCMA”) with the Governing Council of the University of Toronto. The purpose of the agreement is to “enable the management and operation of the Student Centre by SCSU, dedicated to serving cultural, educational, recreational, social, and organizational interests of the student body of the campus on a non-profit basis, while ensuring that the obligations of the University are met.” The SCSU is named as the primary steward of the Student Centre and manages the daily operations of the Student Centre according to the terms of the SCMA.

As the primary steward of the Student Centre, the SCSU is required by the University to meet the following financial guidelines:

- Cover all the principal and interest costs of the Student Centre
- Cover all the building operation, maintenance and utility costs related to the Student Centre
- Establish a building contingency reserve
- Establish a building maintenance reserve

#### **Reserve Fund Goal**

The SCSU will commit to maintaining a Student Centre Reserve Fund of unrestricted funds in the amount of \$1,500,000 CAN by April 30<sup>th</sup> 2023. This fund can only be used for the following reasons:

- Student Centre Maintenance
- Student Centre Capital Improvements
- Student Centre Operating Costs
- Student Centre Expansion

When the term of the “SCMA” ends, SCSU will continue to maintain \$1,500,000 CAN in the Student Centre Reserve Fund.

#### **Annual Reserve Allocation**

The SCSU will allocate a minimum of \$100,000 CAN of unrestricted funds annually towards the Student Centre Reserve Fund until the \$1,500,000 CAN goal is met. Upon reaching the goal, the SCSU Board of Directors can determine whether they would like to continue allocating towards this fund.

#### **Fund Usage**

Any money used from this fund will be reported to the SCSU Board of Directors by the SCSU President or designate. This fund is not to be invested in any business venture. Should the SCSU decide to invest this fund, it can only be placed into a GIC.

**Scarborough Campus Students' Union Policy Manual**

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**OPERATIONAL POLICY – Student Centre Reserve Fund**

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**Fund Replenishment**

If money is used from the Student Centre Reserve Fund, the SCSU will be required to return money to the Student Centre Reserve Fund by the mechanism outlined in the section on “Annual Reserve Allocation” and present a plan of replenishment to the Board of Directors.

## **Scarborough Campus Students' Union Policy Manual**

### **OPERATIONAL POLICY – Human Resources Guideline on Civil Conduct**

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**Date:**

**Motion: Human Resources Guideline on Civil Conduct**

**Objectives**

The Scarborough Campus Students' Union (the "SCSU") is committed to fair dealing, honesty and integrity in all aspects of our organization and operation. The SCSU's Code of Conduct (the "Code of Conduct") is a vital part of this commitment.

**Application of the Code of Conduct**

The Code of Conduct applies to all personnel who perform services for the SCSU including employees, temporary employees, volunteers, contract service providers, independent contractors, supervisors, managers, executives, officers, elected officials and directors, each and every one of whom is responsible for reading and complying with this Code of Conduct. The use of the term "Personnel" throughout this Code of Conduct includes employees, temporary employees, volunteers, contract service providers, independent contractors, supervisors, managers, executives, officers, elected officials and directors.

**Purpose**

The purpose of this Code of Conduct is to promote honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships; to promote compliance with applicable laws, rules and regulations, to help foster the SCSU's culture of honesty and accountability and to promote a positive and respectful workplace.

**Expected Standards of Behaviour**

SCSU Personnel will adhere to the Code of Conduct and other SCSU policies developed and approved from time to time. All SCSU Personnel are individually responsible for knowing, understanding and complying with this Code of Conduct.

All SCSU Personnel are responsible for upholding the SCSU's values and implementing the standards referenced in this Code of Conduct.

**Respectful Workplace**

SCSU Personnel will demonstrate a sense of respect, loyalty, good faith and responsibility toward one another, students, contractors, and stakeholders. SCSU is committed to creating and maintaining an open and diverse workplace. SCSU Personnel will actively participate in developing a workplace culture that is positive and respectful. SCSU Personnel will conduct themselves in a manner that is respectful to one another and to any third parties.

SCSU Personnel will represent SCSU in a respectful and positive manner when representing SCSU in the community and online, including any social media.

SCSU Personnel will comply with SCSU's Workplace Anti-Violence, Harassment and Unlawful Discrimination Policy.

## **Scarborough Campus Students' Union Policy Manual**

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### **OPERATIONAL POLICY – Human Resources Guideline on Civil Conduct**

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#### **Professionalism, Standard of Performance and Attendance at Work**

SCSU Personnel will carry out their roles and responsibilities to the best of their abilities. To “the best of their abilities” includes, among other things: accepting direction, being accountable for their work and actions, actively working as a member of a team and maintaining the required quality and quantity of work.

SCSU is committed to promoting and maintaining high standards of attendance and all SCSU Personnel are expected to be report to their scheduled shift, office hours or meetings on time. When illness or emergencies necessitate absence or lateness, SCSU Personnel are expected to notify a supervisor or a member of the Executive in advance of their scheduled shift, office hours or meeting or, otherwise, as soon as reasonably possible.

SCSU Personnel will exercise sound judgement in decision-making. SCSU’s Personnel will not seek or accept funding or other consideration in respect of SCSU related activities or services without the prior, written approval.

SCSU Personnel will not use the SCSU’s name, property (including intellectual property) or goodwill for personal advantage.

#### **Work Product**

All property produced by SCSU Personnel using SCSU data and trade secrets related to SCSU’s operations, shall be owned by SCSU and all SCSU Personnel waive their rights in any copyright to such work, unless otherwise agreed to in writing by the Executive Director or, in the case of a member of the elected executive, the Board of Directors.

All SCSU Personnel will immediately return to SCSU all SCSU property in their possession or under their control belonging to SCSU or relating to SCSU’s business or in any way relating to the affairs of SCSU upon request or upon cessation of the SCSU’s Personnel’s relationship with the SCSU.

#### **Confidentiality**

All SCSU Personnel agree to keep confidential and not to disclose any confidential information of which SCSU Personnel have knowledge by virtue of their association with SCSU. Personnel may not use confidential information gained by virtue of their association with SCSU for personal gain or for any purpose other than to fulfill their job-related duties.

All SCSU Personnel are required to protect SCSU’s confidential information from unauthorized use and disclosure. All confidential information disclosed to any SCSU Personnel shall remain confidential unless required to be disclosed by law.

#### **Conflicts of Interest**

It’s up to all SCSU personnel to avoid situations that may lead to an actual or potential conflict of interest. SCSU’s Personnel must not knowingly engage in any activities that could create an actual or apparent conflict of interest with SCSU’s activities or mandate.

## **Scarborough Campus Students' Union Policy Manual**

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### **OPERATIONAL POLICY – Human Resources Guideline on Civil Conduct**

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Conflicts of interest will arise if:

- you engage in outside employment or activities that would conflict with the SCSU's interests or that would make it difficult for you to perform your work objectively and effectively;
- you accept gifts, gratuities, or entertainment from certain individuals such that you have compromised or appear to have compromised your ability to make fair and objective decisions.

Should an actual or apparent conflict of interest arise, SCSU Personnel must immediately declare the conflict so that SCSU may address the actual or apparent conflict appropriately.

SCSU personnel must refrain from exercising supervisory control over other SCSU Personnel with whom they have a familiar or romantic relationship. This includes, but is not limited to spouses (married or common-law), children, parents, in-laws, brothers, sisters and other analogous relationships. Any SCSU Personnel who is exercising supervisor control over such persons shall disclose the relationship to the Executive Director immediately.

#### **Preservation of Property, Accurate Reporting and Timely Communications**

SCSU Personnel have a responsibility to protect the assets SCSU entrusted to them from loss, damage, misuse or theft. SCSU's assets such as funds, products, electronic devices and services (which includes but is not limited to computers, computer-related equipment, products and services) may only be used for SCSU business purposes and other purposes approved by the SCSU. Should personal use be approved, SCSU Personnel understand that none of the personal information transmitted or kept on SCSU property is confidential and may be accessed by SCSU at any time.

SCSU requires honest and accurate recording and reporting of information in order to make informed and responsible decisions. SCSU's books of account and records should accurately reflect all business transactions. Undisclosed or unrecorded revenues, expenses, assets or liabilities are prohibited. SCSU Personnel must never alter, conceal or falsify any document or record.

SCSU aims to achieve complete, accurate, fair, understandable and timely communications with all of its stakeholders and the public. SCSU Personnel shall endeavor to meet these expectations. All requests for information should be directed to the SCSU President.

#### **Non-Compliance with the Code of Conduct**

Failure to comply with the provisions and standards of this Code of Conduct, and any other SCSU policies, will lead to disciplinary action, up to and including termination of employment for cause or the termination of relationship or engagement with SCSU.

**Scarborough Campus Students' Union Policy Manual**

**OPERATIONAL POLICY – Human Resources Guideline on Civil Conduct**

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**Procedures**

- i. SCSU Personnel will promptly report violations of this Code of Conduct and or any other SCSU policy to the Executive Director or, if it involves a member of the elected executive to the Board of Directors. Reports submitted in good faith will not result in any reprisals. However, any SCSU Personnel who knowingly make false complaints or reports may be subject to discipline, up to and including termination of employment for cause or termination of the relationship or engagement with SCSU.
- ii. All alleged violations will be investigated within a reasonable amount of time.
- iii. SCSU Personnel will review the Code of Conduct and other applicable policies when commencing their relationship with SCSU. SCSU Personnel will be expected to sign an acknowledgement and declaration that they have read, understood and will comply with the Code of Conduct and all other SCSU policies, as applicable. SCSU Personnel must ensure they understand the Code of Conduct and should ask their supervisor for clarification on any point if necessary. SCSU reserves the right to amend the provisions of this Code of Conduct as it deems necessary in its sole discretion from time to time. SCSU will notify SCSU Personnel if and when any part of the Code of Conduct has been changed. SCSU Personnel are responsible for updating their knowledge of the Code of Conduct's contents.

**Acknowledgment & Declaration**

I acknowledge that I have received a copy of the SCSU's Code of Conduct. I have read and understand the terms of the Code of Conduct and agree to abide by them. I recognize that if I am found in violation of the Code of Conduct, I will be subject to the discipline, up to and including the termination of my employment for cause or the termination of my relationship or engagement with the SCSU.

**Signature**

**Date**

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**Print Name**



## **Scarborough Campus Students' Union Policy Manual**

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### **OPERATIONAL POLICY – Workplace Violence and Workplace Harassment**

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**Date:**

**Motion: Workplace Violence and Workplace Harassment**

**Preamble**

The Scarborough Campus Students' Union (the "SCSU") is committed to providing a safe and healthy work environment, free from violence, harassment, sexual harassment and unlawful discrimination. In pursuit of this goal, the SCSU prohibits and will not tolerate workplace violence, harassment, including sexual harassment, and/or unlawful discrimination. The SCSU will make every reasonable effort to ensure that its workplace is free from workplace violence, harassment, and unlawful discrimination.

**Scope of the Policy and Program**

This Policy and Program applies to all individuals working for the SCSU including employees, temporary employees, volunteers, contract service providers, contractors, supervisors, managers, executives, officers, elected officials and directors. The use of the term "worker" throughout this Policy and Program includes employees, temporary employees, volunteers, contract service providers, contractors, supervisors, managers, executives, officers, elected officials and directors. The SCSU will ensure that all workers are trained and educated on this Policy and Program. In addition, a copy of this Policy and Program will be posted in a conspicuous place on the SCSU's premises. An electronic copy will be made available to all workers and University of Toronto Scarborough Campus students on SCSU's website.

**What is Workplace Violence?**

(a) Definition of Workplace Violence

Workplace violence is:

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- (c) a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

## **Scarborough Campus Students' Union Policy Manual**

### **OPERATIONAL POLICY – Workplace Violence and Workplace Harassment**

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Examples of workplace violence may include:

- physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault, throwing an object at a worker, kicking an object the worker is standing on such as a ladder, or trying to run down a worker using a vehicle or equipment);
- any threat, behaviour, or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property; or
- disruptive behaviour that is not appropriate to the work environment (e.g., yelling or swearing).

#### (b) Domestic Violence

Workers are encouraged to advise the Executive Director of issues in the workers' non-work life that might have an impact on the workers' or co-workers' safety in the workplace. Any worker who applies for or obtains a restraining order or peace bond which lists the SCSU's location or the work or other location of another worker as being a protected area must provide the Executive Director with a copy of the restraining order or peace bond and any other relevant documents or information requested.

#### (c) Person With History of Violence

The SCSU will communicate information relating to a person with a history of violence where:

- workers may reasonably be expected to come into contact with the person in the performance of their job duties; and
- there is a potential risk of workplace violence as a result of interactions with the person with a history of violence.

The SCSU will only disclose personal information that is deemed reasonably necessary to protect the worker from physical harm.

#### (d) Assessment of Workplace Violence

The SCSU periodically assesses the risks of workplace violence that may arise given the nature of the workplace, the type of work performed and the conditions under which work is performed. In doing so, the SCSU will institute measures to control any identified risks to worker safety. This information will be provided to the joint health and safety committee or safety representative as required by the *Occupational Health and Safety Act* (Ontario). The SCSU will reassess the risks of workplace violence as often as is necessary to ensure that this Policy and Program continues to protect the SCSU's workers from workplace violence.

Weapons are strictly prohibited on the University of Toronto Scarborough Campus, which includes the SCSU's premises. Workers who are in violation of this provision will be subject to

## **Scarborough Campus Students' Union Policy Manual**

### **OPERATIONAL POLICY – Workplace Violence and Workplace Harassment**

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disciplinary action, up to and including termination of employment for just cause, and the incident may be reported to the police.

#### (e) Reporting Violence

If you are experiencing workplace violence or witness workplace violence, you should take all necessary and reasonable steps to ensure your own safety and the safety of others. Once safe, it is imperative for the safety of all workers that the incident be reported without delay. Reporting any violence or potentially violent situations should be done immediately to the Executive Director.

### **What is Harassment?**

#### (a) Definition of Harassment

Harassment is prohibited by various pieces of legislation in Ontario including, but not limited to, the *Occupational Health and Safety Act* (Ontario) and the *Human Rights Code* (Ontario).

Harassment is defined as engaging in a course of inappropriate or vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Harassment most often occurs when there is a pattern of behaviour; however, there could be circumstances in which a single incident of inappropriate behaviour may be substantial enough to constitute harassment.

Harassment can “poison” the work environment where the harassment is related to a personal characteristic protected by the Ontario *Human Rights Code*. A “poisoned work environment” may occur when harassment or inappropriate behaviour related to a personal characteristic protected by the Ontario *Human Rights Code* interferes with a worker’s ability to perform the duties associated with his or her position. This can occur even if the comments or conduct are not directed at any one person or at the person whose performance is affected.

A reasonable action taken by the SCSU or a supervisor relating to the management and direction of workers or the workplace is not harassment.

#### (b) Sexual Harassment

Sexual harassment is a form of harassment and is defined as:

- (i) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or

## **Scarborough Campus Students' Union Policy Manual**

### **OPERATIONAL POLICY – Workplace Violence and Workplace Harassment**

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- (ii) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Sexual harassment is not only sexual in nature. Communicating about, or relying on, gender stereotypes can be a form of sexual harassment. Sexual harassment can happen to anyone and is not limited to people of a particular gender.

Some examples of sexual harassment include but are not limited to:

- unwelcome or unwanted sexual advances such as inappropriate patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact normally considered unacceptable by another individual;
- persistent requests for a "date";
- unwelcome remarks about someone's hair, body shape, etc.; and
- questions about someone's sex life.

- (c) How the SCSU is Making the Workplace Free from Harassment

The SCSU has consulted with its joint health and safety committee, where required by the *Occupational Health and Safety Act* (Ontario), in creating and implementing this program. The SCSU will review this program as often as is necessary, and at least annually. The SCSU will provide information and instruction to its workers on the contents of this Policy and Program with respect to workplace harassment.

#### **What is Unlawful Discrimination?**

Discrimination means making a distinction, whether intentional or not, based on the protected grounds enumerated in the Ontario *Human Rights Code* relating to personal characteristics of an individual or group, which has the effect of imposing burdens, obligations, or disadvantages on such individual or group not imposed upon others.

The SCSU will not tolerate any form of unlawful discrimination against job candidates and workers on any of the protected grounds of discrimination, whether during the hiring process, during employment or upon termination of employment. This commitment applies to such areas as training, performance assessment, promotions, transfers, layoffs, remuneration and all other employment practices and working conditions.

The protected grounds of discrimination in Ontario include, but are not limited to, age, marital status, family status, citizenship, disability, sexual orientation, race, colour, ancestry, ethnic origin, religion, sex (including pregnancy), gender identity and gender expression.

## **Scarborough Campus Students' Union Policy Manual**

### **OPERATIONAL POLICY – Workplace Violence and Workplace Harassment**

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#### **Complaint Procedure**

It is essential that workers inform the SCSU if they think they are being subjected to workplace violence, harassment and/or unlawful discrimination. The SCSU encourages workers to report any incident of workplace violence, harassment and/or unlawful discrimination immediately so that complaints can be quickly and fairly resolved.

##### (a) Complaint Procedure

#### **STEP 1: *Report the Incident***

It is essential that workers inform the Executive Director if they believe they are being subjected to workplace violence and/or harassment or if they witness workplace violence, harassment and/or unlawful discrimination. The SCSU encourages workers to report any incidents to the Executive Director immediately so that complaints can be quickly and fairly resolved. If a worker does not feel comfortable approaching the Executive Director, the worker should approach their supervisor, manager or the President.

If a person in a position of authority receives a complaint or is otherwise aware of or informed of a workplace violence, harassment and/or unlawful discrimination situation, he/she must report this to the Executive Director immediately.

The SCSU may require that the complainant put their complaint in writing. The written complaint should include:

- the complainant's name and contact information;
- the name of the person or persons involved in each incident and their contact information (if known);
- the name of any person or persons who witnessed each incident and their contact information (if known);
- the approximate date and time of each incident the complainant wishes to report; and
- a full description of what occurred in each incident.

Complaints will be dealt with in as expeditious a manner as possible.

#### **STEP 2: *Investigation***

The SCSU will ensure that an investigation appropriate in the circumstances is conducted when the SCSU becomes aware of an incident of workplace violence, harassment and/or unlawful discrimination or receives a complaint of workplace violence, harassment and/or unlawful discrimination.

##### (a) Who Will Investigate

The SCSU will determine who will conduct the investigation and may appoint either an internal or an external investigator (the "Investigator") as appropriate in the circumstances. The Investigator may take all steps as he or she deems prudent and appropriate to investigate the allegations.

**Scarborough Campus Students' Union Policy Manual**

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**OPERATIONAL POLICY – Workplace Violence and Workplace Harassment**

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(b) Timing of the Investigation

The investigation must be completed in a timely manner and generally will be completed within 90 days or less of when the SCSU becomes aware of an alleged incident of workplace violence, harassment and/or unlawful discrimination or a complaint of workplace violence, harassment and/or unlawful discrimination unless there are extenuating circumstances warranting a longer investigation.

## **Scarborough Campus Students' Union Policy Manual**

### **OPERATIONAL POLICY – Workplace Violence and Workplace Harassment**

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#### (c) Investigation Process

The Investigator may carry out an investigation in the following manner:

- The Investigator will ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The Investigator will remind the parties of this confidentiality obligation at the beginning of the investigation. A breach of this confidentiality obligation by any of the SCSU's workers may lead to disciplinary action.
- The Investigator must thoroughly interview the worker who allegedly experienced the workplace violence, harassment and/or unlawful discrimination, and the respondent, if the respondent is a worker of the SCSU. If the respondent is not an SCSU worker, the Investigator should make reasonable efforts to interview the respondent.
- The respondent must be given the opportunity to respond to the specific allegations raised by the worker. In some circumstances, the worker who allegedly experienced the workplace violence, harassment and/or unlawful discrimination should be given a reasonable opportunity to reply.
- The Investigator may interview any relevant witnesses employed by the SCSU who may be identified by either the worker who allegedly experienced the workplace violence, harassment and/or unlawful discrimination, the respondent or as necessary to conduct a thorough investigation. The Investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the SCSU if there are any identified.
- The Investigator must collect and review any relevant documents.
- The Investigator must take appropriate notes and statements during interviews with the worker who allegedly experienced workplace violence, harassment and/or unlawful discrimination, the respondent and any witnesses.
- The Investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the worker who allegedly experienced the workplace violence, harassment and/or unlawful discrimination, the response from respondent, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and come to a conclusion about whether or not there has been a breach of this Policy and Program and/or relevant applicable legislation.

#### STEP 3: Resolution

With respect to complaints of harassment only, a worker who makes a complaint of harassment and the respondent to the complaint will be notified of the results of the investigation and of any corrective action taken or that will be taken by the SCSU within ten (10) days of the conclusion of the investigation, as required by the *Occupational Health and Safety Act* (Ontario).

A finding of workplace violence, harassment and/or unlawful discrimination will be considered a violation of the conditions under which a worker is employed or engaged by the SCSU. Any substantiated complaints regarding any incident(s) of workplace violence, harassment and/or unlawful discrimination will be addressed by the Executive Director. The determination of any

## **Scarborough Campus Students' Union Policy Manual**

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### **OPERATIONAL POLICY – Workplace Violence and Workplace Harassment**

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disciplinary action to be taken will ultimately depend upon the nature of the incident(s) and any surrounding circumstances which those determining the appropriate action may consider. Breaching this Policy and Program is a serious breach of trust and will result in disciplinary action up to and including termination for just cause.

(b) Confidentiality

Information obtained about an incident or complaint, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law. All workers who are involved in an investigation of workplace violence, harassment, and/or unlawful discrimination must maintain confidentiality regarding the investigation. Should a worker fail to maintain confidentiality regarding the investigation, the worker may be subject to discipline up to and including termination for cause.

(c) Complaint in Bad Faith

Workers are prohibited from making a frivolous, malicious and/or knowingly false complaint of workplace violence, harassment and/or unlawful discrimination. It is a violation of this Policy and Program for any worker to knowingly make a frivolous, malicious or false complaint or to provide false information about a complaint and workers who do so may be subject to disciplinary and corrective action, up to and including termination for just cause.

(d) No Reprisal

This Policy and Program prohibits reprisals against individuals acting in good faith who report incidents of workplace violence, harassment, and/or unlawful discrimination or act as witnesses. Management will take all reasonable and practical measures to prevent reprisals or threats of reprisal. Reprisal is defined as any act of retaliation, either direct or indirect.

#### **Policy and Program Review**

The SCSU will review this Policy and Program as necessary, and at least annually, and will post the Policy and Program in a conspicuous place in the workplace.



## **Scarborough Campus Students' Union Policy Manual**

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### **OPERATIONAL POLICY – DSA Funding Policy**

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#### **MOTION 1**

As it currently states in the preamble of the SCSU DSA Funding Policy: “DSA recognition will only occur when a DSA has agreed to the requirements listed in the Memorandum of Understanding between SCSU and DSAs, and the requirements listed in the DSA funding policy”.

As the relationship between DSAs and the VP AUA are change year to year, a renewal of the MOU is being considered. In order to keep the terms of DSA Funding consistent.

Be it resolved that the preamble is amended to “DSA has agreed to the requirements listed between DSAs and the SCSU that are listed in the funding policy”

#### **MOTION 2**

As it currently stands in “Terms of Funding” DSAs must have two executives per DSA attend SCSU’s Annual Training in order to gain recognition within the SCSU. Which would allow DSAs to have access to SCSU resources.

As the information provided to DSAs during training can be long and tedious, information throughout the year may become lost or forgotten.

As DSA Executives may be full or part-time students with academic and work obligations, the President may not be able to attend the only training provided to DSAs.

As the role of the VP AUA is to provide support to DSAs throughout the year to help them grow as an organization, it is important that contact and information with DSAs are maintained.

Be it resolved that the terms of reference be amended to read “At least two executives per DSA must attend SCSU’s summer and Fall/Winter Training. Upon completion of training, the DSA will receive their DSA Card while will grant them access to SCSU resources, and a renewal of status. If the second training is not completed, then the DSA will not be eligible for any further funding rounds”.

#### **MOTION 3**

As it currently stands the section of funding pick up states that cheques are to be picked up by appointment with the VP AUA.

As the internal procedures for DSA Funding require coordination between many parties (internal coordinator, executive director, and accountant) just to name a few. To have appointments by the VP AUA, creates a disjoint in the operational procedures.

Be it resolved that it is amended to read that “cheques will be available for pick up at the front desk during SCSU Operational hours”.