

University of British Columbia Independent Investigations Office (UBC IIO)

Form to Report Sexual Misconduct

<https://investigationsoffice.ubc.ca/>

This form is to be used to submit a formal Report of Sexual Misconduct to UBC's Director of Investigations under [Policy 131, Sexual Assault and Other Sexual Misconduct](#). If you wish to disclose sexual misconduct but do not want to report it, UBC's Sexual Violence Prevention and Response Office (SVPRO) is a safe and confidential place for students, staff and faculty, who have experienced sexual misconduct, and they are available to support you, regardless of when or where it took place.

If you want to report sexual misconduct, SVPRO can assist you with completing this form. SVPRO can be contacted at:

	SVPRO Vancouver	SVPRO Okanagan
Phone:	604-822-1588	250-807-9640
Email:	svpro.vancouver@ubc.ca	svpro.okanagan@ubc.ca
Website:	svpro.ubc.ca	svpro.ok.ubc.ca

Privacy Notification: The personal information in this form is collected under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act*. This information will be used for the purpose of an initial review by the Director of Investigations to determine whether the sexual misconduct reported falls within UBC's jurisdiction to investigate under UBC Policy 131: Sexual Assault and Other Sexual Misconduct. **If the Director of Investigations undertakes an investigation, a copy of this Report will be provided to the Respondent.** If you have any questions about the collection or disclosure of this information, please contact the Director of Investigations at director.of.investigations@ubc.ca.

SECTION A – YOUR INFORMATION

First name:	Last name:
Contact info:	

****If you are an employee, please refer to your union or association****

SECTION B - INFORMATION ABOUT THE PERSON YOU ARE REPORTING ABOUT

First name:	Last name:	
Are they (select all that apply) :		
<input type="checkbox"/>	Student	If known, what is their faculty, department or area of study?
<input type="checkbox"/>	Faculty	If known, what is their faculty, department or area of study/research?
<input type="checkbox"/>	Staff	If known, what is their job, title, or unit?
<input type="checkbox"/>	Unknown	
<input type="checkbox"/>	Other:	
How do you know them?		

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Do you have any contact information for them?

SECTION C – INCIDENT INFORMATION

For the definition of sexual misconduct, please refer to the last page.

Date of incident(s):

Where did the incident take place?

Please describe the Incident. You do not need to provide full details for the purpose of submitting this report.

The UBC IIO will contact you if they require more information. If you have supporting materials (for example: screenshots, emails, photographs, list of any potential witnesses with a description of the information those witnesses are expected to provide), please send them separately via email to: director.of.investigations@ubc.ca.

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“UBC will not tolerate any retaliation, direct or indirect, against anyone involved in a disclosure, Report, or an Investigation” (Policy 131, section 1.9). If you have been intimidated, threatened, and harassed as a result of making a disclosure or a report of sexual misconduct, please contact:

- **For health and safety options, please contact SVPRO**
- **To report retaliation, please contact UBC IIO**
- **For an immediate response, please contact police**

I understand that:

- a) I am submitting a Sexual Misconduct Report to UBC’s Director of Investigations under Policy 131;
- b) this report will be used for the purpose of an initial review to determine whether UBC has jurisdiction to investigate under UBC Policy 131: Sexual Assault and Other Sexual Misconduct; and
- c) if the Director of Investigation begins an investigation, then a copy of this report will be provided to the Respondent.

Your signature: _____

Date: _____

Note: *The Director of Investigations will review the report. Within 14 days, the Director will determine whether UBC has jurisdiction to investigate. If the “jurisdiction to investigate” threshold has been met, the Director will contact you to clarify details of your report. Once the report is complete, the Director will provide a copy to the respondent (person accused of committing the sexual assault or sexual misconduct) and advise them of their rights, responsibilities and available supports. The Director will also ask the respondent to respond to allegations. Their response will determine whether an investigation is necessary.*

8. Definitions

8.1 **“Sexual Misconduct”** is any sexual act or act targeting an individual’s sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against an individual without that individual’s Consent. The following list sets out examples of Sexual Misconduct. The list is intended to help Members of the UBC Community understand the kinds of acts that will be considered Sexual Misconduct. The list is not exhaustive and other acts can still be considered Sexual Misconduct under this Policy even if they do not appear in the list below. Sexual Misconduct includes, but is not limited to, the following:

- 8.1.1 sexual assault, which is any form of sexual touching or the threat of sexual touching without the individual’s Consent;
- 8.1.2 sexual harassment, which is unwelcome conduct of a sexual nature that detrimentally affects the working, learning, or living environment, or leads to adverse consequences for the one directly subjected to the harassment;
- 8.1.3 stalking, which is engaging in conduct that causes an individual to fear for their physical or psychological safety, such as repeatedly following or communicating through any means with someone, engaging in threatening conduct, or keeping watch over the place where the individual happens to be;
- 8.1.4 indecent exposure, which is exposing one’s body to another individual for a sexual purpose or coercing another individual to remove their clothing in order to expose their body, without their Consent;
- 8.1.5 voyeurism, which is non-consensual viewing, photographing, or otherwise recording another individual in a location where there is an expectation of privacy and where the viewing, photographing or recording is done for a sexual purpose; and
- 8.1.6 the distribution of a sexually explicit photograph or recording of an individual to one or more individuals other than the individual in the photograph or recording without the consent of the individual in the photograph or recording.

8.2 **“Consent”** is the voluntary agreement to the act or the acts in question and to continue to engage in the act or acts. Voluntary agreement to engage in the activity or to continue to engage in the activity must be communicated through words or conduct. For clarity:

- Consent cannot be implied, and it can be revoked at any time during the act or acts in question.
- Consenting to one kind of sexual activity does not mean that consent is given for another sexual activity, and consent only applies to each specific instance of sexual activity.
- No consent is obtained where an individual is incapable of consenting. An individual may be incapable of consenting if they are intoxicated, or if they are induced to engage in the activity by fraud, by someone exercising a position of trust, power or authority, or through coercion or the threat of violence.
- Evidence that an individual was impaired by alcohol or drugs is a relevant consideration for determining whether they consented to the activity in question.