



HARASSMENT & DISCRIMINATION POLICY COMMITTEE

Terms of Reference

- NAME:** This Committee shall be called the Harassment & Discrimination Policy Committee.
- STATUS:** The Harassment & Discrimination Policy Committee reports to the President and Vice-Chancellor.
- MANDATE:** The purpose of the Committee is to:
- a)** Monitor the effectiveness of Mount Saint Vincent University in creating an environment that is free of harassment and discrimination;
 - b)** Propose awareness, education and training sessions on issues related to harassment and discrimination;
 - c)** Advise the President and the Board of Governors on revisions required in the MSVU Harassment and Discrimination Policy.
- MEMBERSHIP:** A Harassment & Discrimination Policy Committee (Committee) shall be appointed by the constituency groups.
- Membership of the Committee shall consist of the following:
- Appointed Members (voting)**
- One representative from the student body;
 - One representative from the Administration.
- One representative from each of the employee unions and employee groups on campus as follows:
- Managers & Professional Administrators;
 - Canadian Union of Public Employees;
 - International Union of Operating Engineers (custodial/steam plant);
 - International Union of Operating Engineers (security);
 - Mount Saint Vincent University Faculty Association;
 - Nova Scotia Government Employees Union.

Resource(s) (non-voting)

- Harassment & Discrimination Advisor;
- Other resources persons that may be invited from time to time
 - President of the University;
 - Human Resources;
 - Student Services.

TERM OF MEMBERSHIP:

Appointment to the Committee shall normally be for a term of two years, recognizing that each constituency group has its own recommendation process. A member may be renewed for up to two additional terms. If a member cannot complete her term, another representative from the member's constituency group will be appointed to the Committee in accordance with established procedures. Every effort will be made to reflect the diversity of the MSVU community in the composition of the Committee.

CHAIRPERSON:

A Chair for the Committee shall be elected from the membership at the first meeting of each academic year, which should be called by the Chair, or in the absence of the Chair, the President. The Chair eligible for re-election as long as she remains on the committee.

MEETINGS:

The Committee shall meet at least four times a year, or as required.

QUORUM:

A majority of the total voting membership shall constitute a quorum.

FUNCTIONS:

The Committee shall be responsible for:

1. Maintaining communication between the various MSVU constituency group and the Committee;
2. Participating in ongoing Committee meetings and activities;
3. In consultation with the Advisor, monitoring the effectiveness of the Policy and making the recommendations for change, and recommending changes as needed to the Board of Governors;
4. Formally reviewing the Policy every four years, and recommending changes as needed to the Board of Governors;
5. In consultation with the Advisor, Human Resources, and Student Services, proposing ongoing education and awareness programs among all University constituencies;
6. In consultation with the Advisor, Human Resources, and Student Services, proposing ongoing training sessions on issues of discrimination and harassment.

REPORTING:

The Committee and/or Advisor shall forward recommendations to the President for approval by the Board of Governors.