



emanate

EQUIPPING FOR CROSS-CULTURAL
CHURCH PLANTING

313363 Highway 6 S
PO Box 707
Durham ON N0G 1R0

ph: 519-369-2622
fx: 519-369-5828
connect@emanatetraining.ca

STUDENT DISPUTE RESOLUTION PROCEDURE

Any student, staff or faculty member may file a complaint alleging a breach of community standards by a student. See the Student Rights & Responsibilities document.

Grievances Concerning Students

Students who have concerns or grievances with others in the Emanate community should first try to resolve their conflicts with those involved. In most cases, discussion on a one-to-one basis works best. There are times, however, when a student may feel such an attempt at clarification was inadequate or misunderstood, leaving the conflict unresolved. If this situation occurs, the student may bring it to their One-on-One Advisor, who will discuss the complaint with the student and help her/him resolve the problem. If a resolution cannot be reached at that time, the matter will then go to the Director of Student Life.

NOTE:

1. Certain issues may require the direct involvement of your One-on-One Advisor.
2. Matters of harassment and intimidation (whether of a sexual or other nature), forced sexual interaction, theft, and other serious issues will be heard immediately by the Director of Student Life, the Director of Emanate, and/or be reported directly to the police.

If a complaint has not been resolved at the Complainant and the One-on-One Advisor level, the complaints must be filed with the Director of Student Life. All complaints must be in writing with the Complainant's name attached to it. Anonymous complaints will not be taken forward.

The complaint must be filed within thirty (30) business days of the alleged violation unless the decision-maker upon first addressing the complaint, considers it reasonable to extend that time limit.

Director of Student Life
Telephone: (519) 369-2622 ext. 274
Location: Emanate Office
Email: barryrichards@ethnos.ca

To file a complaint, the following information will be submitted in writing:

- Date of Complaint
- Name of the person filing the Complaint
- Date of Incident
- Person(s) involved in the Incident
- Description of the Incident

The Director of Student Life will:

- Investigate and attempt early/informal resolution (when appropriate)
- Refer the complaint to the Emanate Leadership Team if there is no resolution at this level

When the Director of Student Life receives a complaint, he/she will initiate an investigation. The Director may find the case is appropriate for informal resolution. The Director of Student Life will issue a written decision stating the reasons for the decision within 10 business days from the date on which the Respondent is advised of the decision. This decision will be filed with the Emanate Leadership. The Complainant will also be informed of the decision of the Director of Student Life/Emanate Leadership Team.

The Emanate Leadership Team will:

- Assesses whether complaint should be dismissed, investigated or Informally resolved
- Meet with Complainant and Respondent
- Gather information, make a decision of responsibility, and assign sanction(s) where necessary.

Director of Emanate

Telephone: (519) 369-2622 ext. 292

Location: Emanate Office

Email: vernondyck@ethnos.ca

Grievances concerning Faculty or Staff who are part of Emanate

If a student believes that a faculty or staff member has acted improperly and acted either in a sexual, harassing, or discriminatory fashion, a grievance should be brought to the Emanate Leadership Team.

Grievances concerning all other Ethnos Canada Members

If a student believes that an Ethnos Canada member has acted improperly and acted either in a sexual, harassing, or discriminatory fashion, a grievance should also be brought to the Ethnos Leadership Team.