
SEXUAL HARASSMENT – INFORMAL RESOLUTION

Description: Records relating to the intake, review and resolution of harassment complaints where informal resolution is involved as defined by the University's *Sexual Harassment and Sexual Assault Policy*. Records may include correspondence (email, paper), forms, informal agreements (outcomes) and other related documentation.

Filing Guidelines: The Advisor keeps consultation notes. If the Informal Resolution is successful, a record of the agreement is kept for up to 12 months after the Informal Resolution was requested or longer at the discretion of the Advisor. If the Informal Resolution is not successful, the associated records are destroyed, at that time. A non-identifying account of the Informal Resolution process is retained for statistical purposes. Units shall transfer all documents to the Sexual Harassment Office after informal resolution is complete.

*If within the prescribed retention period, there are no further Complaints against the same Respondent, the Advisor shall destroy, in a secure manner, all records associated with the reporting process, at the end of the prescribed retention period. If, however, issues of a similar nature are brought to the attention of the Advisor prior to the expiry of the prescribed retention period, the records relating to the original matter shall be retained until the expiry of the prescribed retention period for the records related to the new issue.

MUNCLASS Function:	Governance (GV)
Responsible Unit(s):	Sexual Harassment Office
Retention:	If Informal Resolution is successful: Informal Resolution request received + 12 months (or longer, at the discretion of the Advisor). If Informal Resolution is not successful: Destroy Non-identifying accounts are retained for statistical purposes.
Disposition:	Destroy, a non-identifying account is retained for statistical purposes
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use, <i>Newfoundland and Labrador Human Rights Act (HRA), 2010</i>