



Harassment and Discrimination Intake

Annual Report 2023/2024



Queen's
UNIVERSITY

OFFICE OF THE VICE-PRINCIPAL
CULTURE, EQUITY, AND INCLUSION



INTRODUCTION

The following report provides an overview of the complaints and reports submitted under the Harassment and Discrimination Prevention and Response Policy from September 1, 2023, to August 31, 2024. This summary includes data from both formal complaints submitted via the online intake form to the Office of the Vice Principal (Culture, Equity and Inclusion) (VPCEI) and anonymous submissions received through the IN-SIGHT reporting tool.

The report compares the current data to the previous year's statistics, notes trends in reporter and respondent roles, incident locations, the timing of incidents, grounds for complaints, and referrals for formal investigations. Specific attention is given to data unique to IN-SIGHT, emphasizing behaviors reported and trends observed. This report is helpful in understanding the university's ongoing efforts to respond to and manage incidents of harassment and discrimination effectively.

POLICY UPDATES

On September 9, 2024, the Minister of Colleges and Universities issued a Directive to all publicly assisted Ontario Colleges and Universities, requiring each institution to implement policies and processes concerning Anti-Racism and Anti Hate no later than January 31, 2025. The Ministry has indicated it will be monitoring for compliance.

The University met this requirement of the Directive through amendment of the H&D Policy and its Procedures. These revisions were approved at the December 2024 Board of Trustees meeting.

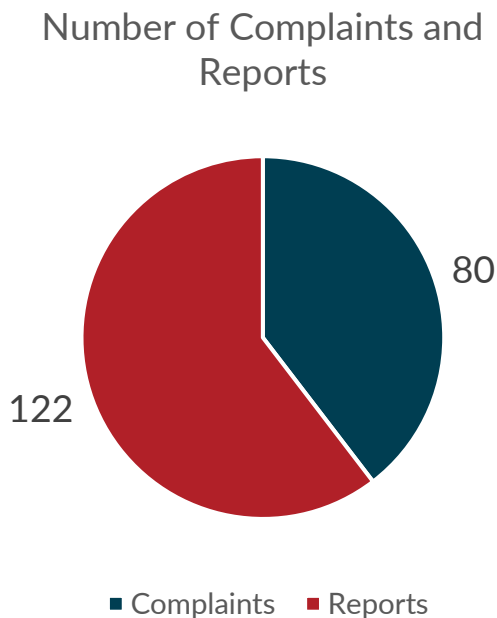
SUMMARY OF FINDINGS

- Overall, there was an increase in submissions under the H&D Policy and the IN-SIGHT Tool in 2023-2024
- Students were the largest group to report under the H&D Policy and the largest group to use the IN-SIGHT Tool
- Most incidents reported or complained about under the policy and IN-SIGHT occurred on campus
- The Assessment Team formally referred 23% of cases for investigation.

DATA

The following charts summarize information related to all complaints and reports submitted under the Harassment and Discrimination Prevention and Response Policy from September 1, 2023 to August 31, 2024. The data aligns with the reporting date, not necessarily when the incident occurred. The charts also summarize the anonymous information received via the IN-SIGHT reporting tool during the same time period.

It is important for readers to note that the types of cases received by the Intake Team are rarely straightforward. They may involve more than one respondent or occur across more than one unit/department. Sometimes respondent information is known and sometimes it is not. All efforts have been made to explain this in the various charts included in this report.

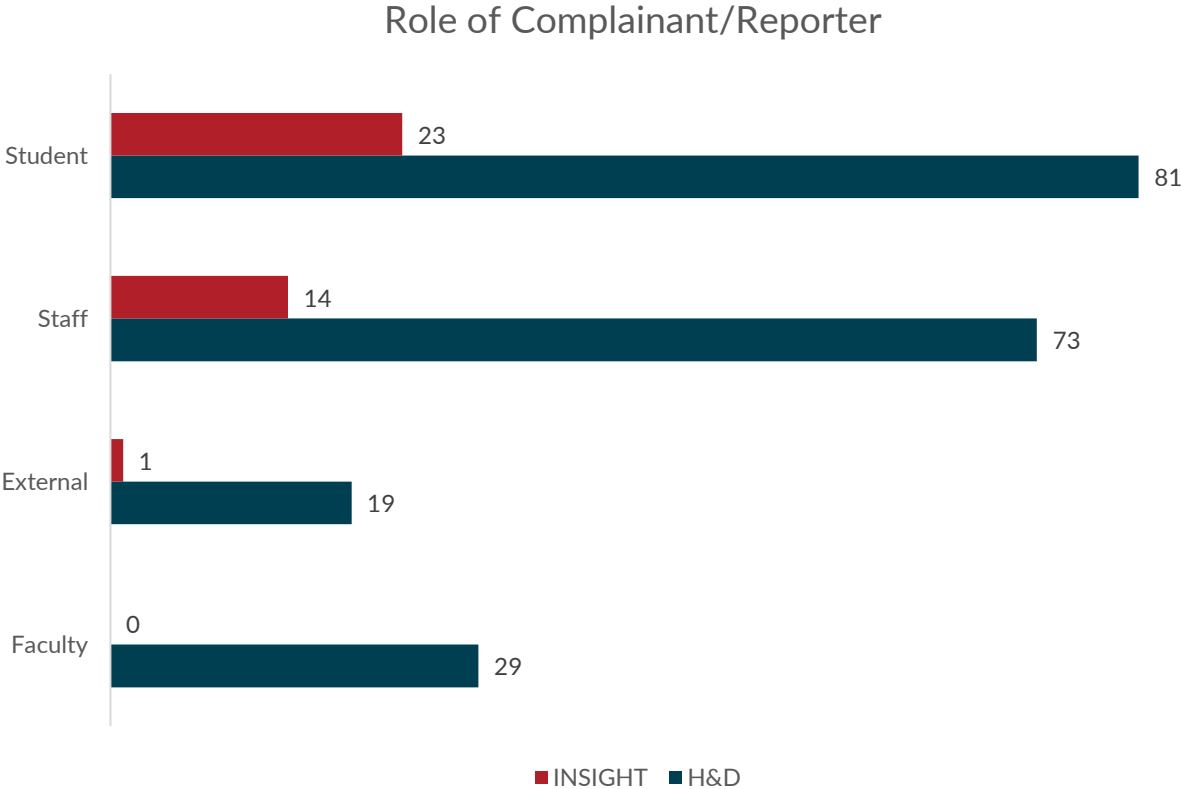


There were 202 complaints/reports received from September 1, 2023 to August 31, 2024 by the Harassment and Discrimination Intake Assessment Team. Complaints and reports are submitted to the Office of the VPCEI via an online intake form. This number has increased by 93 from 2022-23, however, there were 31 complaints about the same incident.

The anonymous IN-SIGHT tool received 38 submissions during the same time period, an increase of two from 2022-23.

ROLE OF THE COMPLAINANT/REPORTER

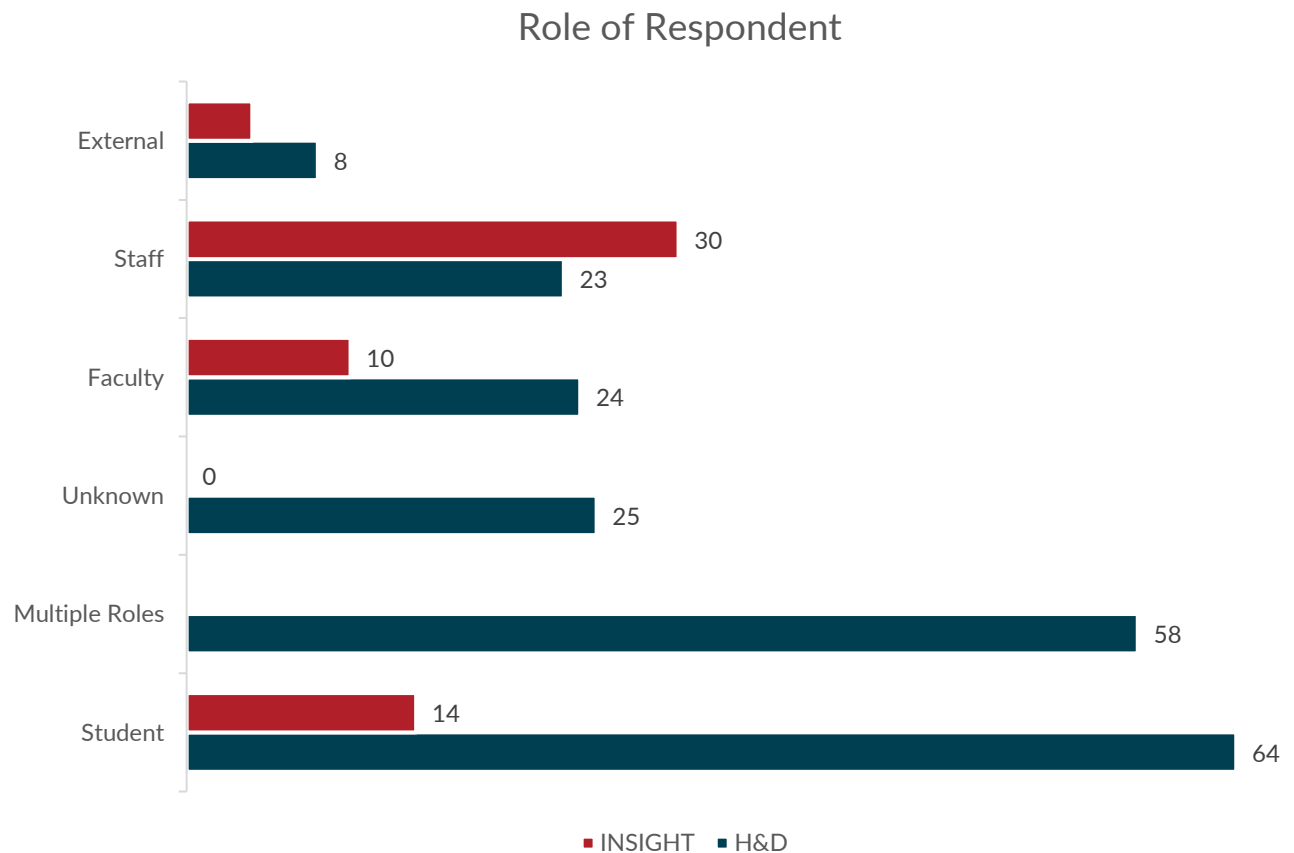
This chart outlines the status held by each complainant/reporter – the individuals who complete the online intake form as well as those who submitted IN-SIGHT submissions.



In 2023-24 the largest group of users of the complaint/report procedures was students (81) who provided 40% of reports/complaints, followed by staff (73) at 36%. This result continues to suggest sound awareness by management level employees of their responsibilities under the policy to report incidents of workplace harassment and/or discrimination that come to their attention. Students (23) continued to be the most numerous users of the anonymous IN-SIGHT tool at 60%, followed by staff at 37%.

ROLE OF THE RESPONDENT

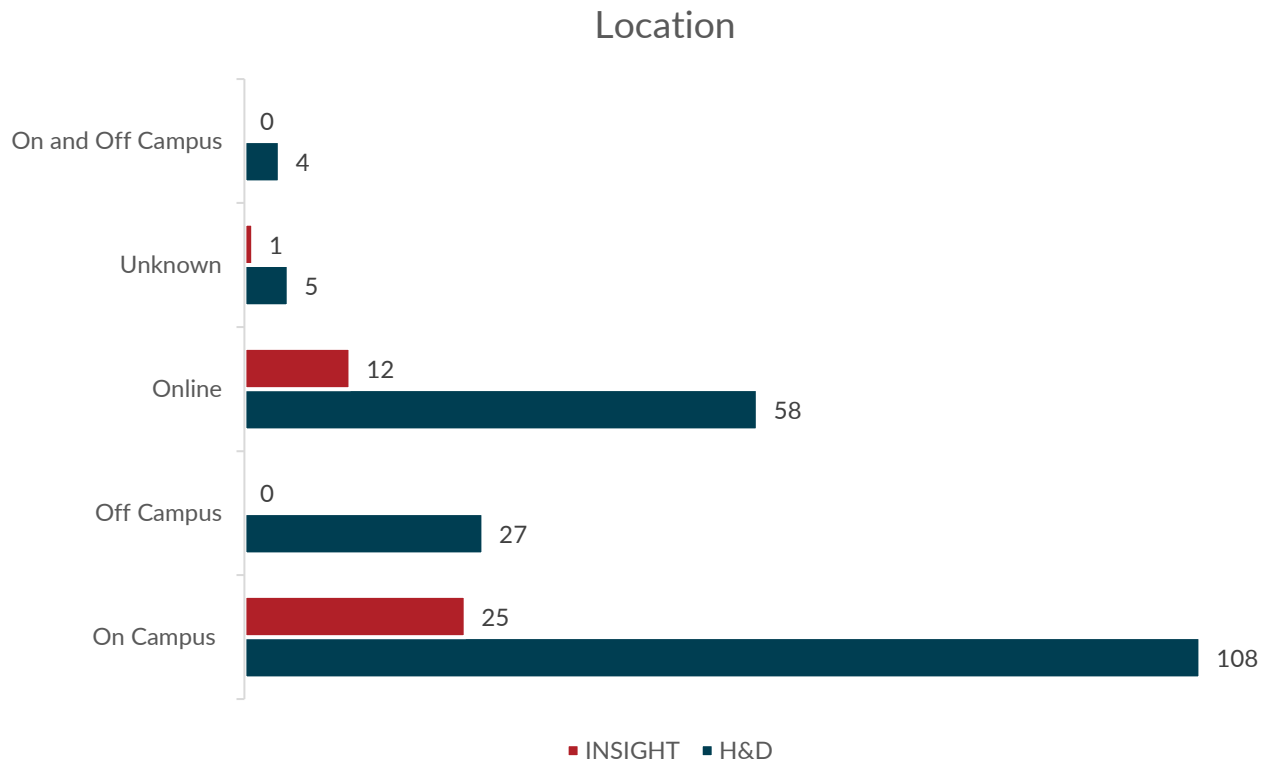
The following chart details the university role held by each respondent – individual(s) named in an intake form as having harassed or discriminated against another individual(s). In some cases, the role of the respondent is unknown by the complainant/reporter. The chart also outlines the description of the alleged respondent as noted by the individual who submitted the IN-SIGHT form.



The majority of complaints and reports received through the H&D Assessment Team were against students. Complaints against students tend to be relatively straightforward to assess and are being managed well under the existing provisions of the Student Code of Conduct. Complaints and reports against faculty and staff often involve workplace conditions and tend to be more complex. These typically require further investigation.

LOCATION OF INCIDENTS

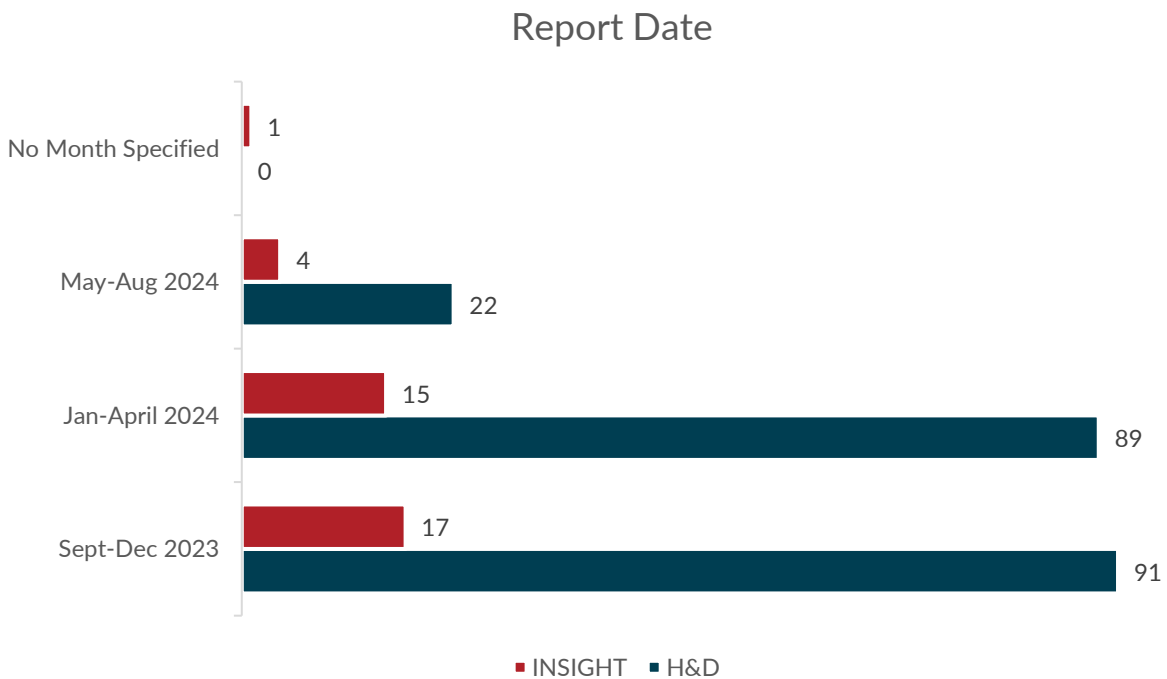
Harassment and discrimination complainants/reporters, as well as individuals that submit an IN-SIGHT submission, are asked to share where the incident being described took place. Some incidents have both on and off campus elements.



Most incidents reported or complained about under the policy occurred on campus (53%), followed by online (29%). 66% of incidents disclosed through IN-SIGHT occurred on campus and 32% occurred over electronic media.

DATES OF THE INCIDENTS

Complainants/reporters as well as IN-SIGHT submitters are asked to share when the incident being described took place. Some incidents are one-time events with a specific date of occurrence, while others may occur more than once or be ongoing over weeks or months.



The largest incidents reported or complained about under the Policy and through the In-SIGHT were from September to December 2023.

REPORTED GROUNDS

This chart outlines reported grounds of harassment, discrimination, bias and hate.

Reported Grounds of Harassment/Discrimination/Bias/Hate	H&D	INSIGHT
Race/ancestry	103	26
Religion	79	13
Sex	22	5
Disability	14	3
Sexual orientation	7	2
Gender identity	1	4
Age	0	2
Citizenship	0	5
Gender expression	0	2
Family status	0	1

***More than one ground can be associated with a submission

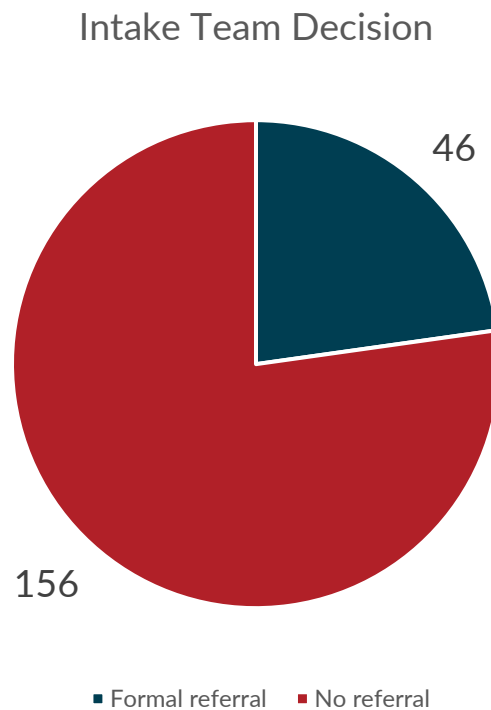
Incidents related to race or ancestry are the most frequently reported, with 103 cases under the Policy and 26 within the In-SIGHT. Religion follows, with 79 cases received through the Policy and 13 in INSIGHT. Sex-related cases are also significant, with 22 H&D reports and 5 INSIGHT. Reports involving disability were 14 for H&D and 3 for INSIGHT.

Harassment or discrimination based on sexual orientation and gender identity are less common but still present, with 7 and 1 H&D reports, respectively, and 2 and 4 for INSIGHT.

No reports of age or gender expression incidents were filed under H&D, though minor INSIGHT records were noted (2 each). Cases related to citizenship and family status show no H&D reports but include 5 and 1 entries in INSIGHT, respectively.

H&D INTAKE ASSESSMENT DECISIONS

This chart outlines the decision made by the Intake Team when initially reviewing a complaint or report.



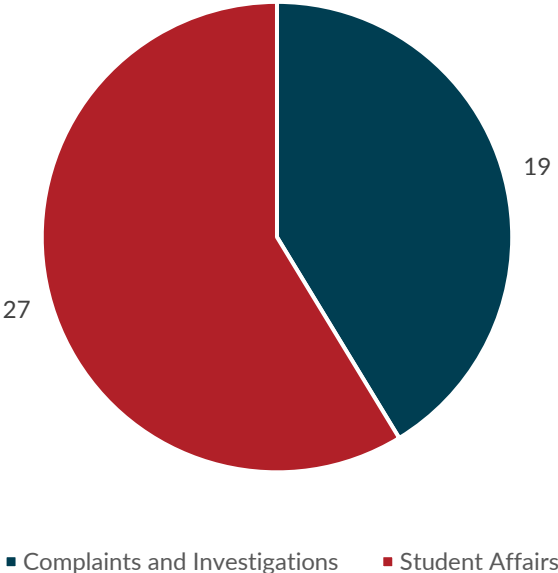
- Formal referral – The allegations in the complaint/report, if proven, would constitute an instance of harassment, discrimination, or reprisal per the university’s policy. The incident is referred to a unit that conducts a formal investigation per applicable policies, and reports back to the Intake team once an outcome is known.
- No referral/informal resolution – The complaint/report does not contain information sufficient to substantiate allegations of harassment, discrimination, or reprisal per the university’s policy. The complaint/report might also be considered frivolous or vexatious, already resolved, diverted to a grievance procedure per terms of a collective agreement or other policy, etc.

The Assessment Team formally referred 23% of complaints/reports received for investigation.

H&D REFERRAL UNIT

In 2023-2024, cases appropriate for formal investigation continued to be referred to one of the following university units for a formal investigation: the Office of Complaints and Investigations or the Student Misconduct Office in the Division of Student Affairs.

Referral Unit



IN-SIGHT SPECIFIC DATA

The IN-SIGHT anonymous reporting form captures additional, specific self-reported data as outlined below.

Reported Behaviours	Total
persistent unwanted comments	18
verbal abuse	14
microaggression	12
intimidation threads	11
offensive joke	11
systemic	8
sign or symbol	7
denial of opportunity	4
failure to provide accommodation	3
graffiti vandalism	3

CONCLUSIONS AND NEXT STEPS

The increase in complaints, reports, and submissions under the Harassment and Discrimination Policy and through IN-SIGHT during 2023-2024 reflects a growing awareness and trust within the university community in utilizing available reporting channels. To further strengthen the effectiveness of the university's efforts to prevent and respond to harassment and discrimination, we plan to pursue the following initiatives over the next year:

- Expanding awareness initiatives focused on reporting mechanisms
- Providing continuous Harassment and Discrimination Policy training and refresher sessions, particularly for those in leadership roles
- Refining practices related to managing complex harassment and discrimination cases, such as coordinating services, handling cases involving unknown respondents, and addressing systemic issues
- Reviewing and revising the Harassment and Discrimination Policy, including revisions to the intake form.