MB Seminary is committed to providing a community in which all individuals are treated with respect and dignity, free from bullying and harassment. MB Seminary considers bullying and harassment a serious offence and will not tolerate bullying or harassing behaviour that may undermine the respect, dignity, self-esteem, and/or productivity of any of its community members. MB Seminary encourages all persons to come forward with complaints. Unless complaints are reported and resolved, it is very difficult to maintain a safe environment for working and learning.

It is normally desirable, if possible, to resolve complaints of bullying and harassment internally. This policy is not intended to constrain ordinary social or personal interaction between and among members of the MB Seminary community.

- Matters of a minor sort, and those that can be addressed without the assistance of any formal procedures on the part of MB Seminary's administration team, are entrusted to the wisdom and mature efforts of our students, staff, and faculty.
- Matters that are relatively minor, where some assistance from MB Seminary's administration team is desirable or necessary, but where there is no wish or need to engage in a formal action, may be addressed by bringing forward an informal grievance or expression of concern to a Harassment Policy Contact Person. Initially, a Complainant may choose to discuss their concern with a Contact Person without giving the name of the potential Respondent. The anonymity of both the Complainant and the Respondent will be respected.

All complaints of bullying and harassment will be taken seriously and will be addressed in a confidential, impartial, and timely manner. It is imperative that all members of the MB Seminary community understand the seriousness of any violation of this Policy. Violation of this Policy will not be tolerated and may be a disciplinary offence. To initiate a **formal complaint**, please complete a Harassment Complaint Form (see opposite page) and submit it to a Harassment Policy Contact Person. Please visit mbseminary.ca/academics/studentpolicies for Contact Person information.

If an investigation reveals evidence to support the complaint of bullying or harassment, the Respondent will be disciplined appropriately considering such factors as the severity of the incident, whether such was intentional or unintentional, whether the incident is an isolated one, and any mitigating circumstances. Persons violating this Policy that are subject to the authority of MB Seminary may be subject to a range of disciplinary sanctions. This may include, but is not limited to, a letter of reprimand, revocation of privileges, suspension, expulsion or termination of employment for cause.

MB Seminary welcomes all thoughtful, respectful expressions of concern as well as suggestions for making our programs more effective and more satisfying for the community. When members of our community speak freely, we seek to listen carefully so that we may grow institutionally.

HARASSMENT COMPLAINT FORM

Date:

Name:

Email:

Phone:

Please provide an explanation of your formal complaint and include as much detail as possible. Include a description of your concern(s), date(s), time(s), and location(s), and well as individuals involved, witnesses, previous steps taken, and desired resolutions. You may attach additional pages or supporting documentation if needed.

Additional pages and/or documentation may be attached to this form at the time of submission.

By signing below, you acknowledge the following: you have read and understood MB Seminary's Harassment Policy & Procedures; everything you have stated is true to the best of your knowledge; you view your concern to be more than a minor/informal issue; and you wish for a record to be maintained by MB Seminary by lodging a formal grievance or concern.

Signature: Date: