

## FREEDOM OF EXPRESSION COMPLAINT PROCEDURE

- PURPOSE** The purpose of this Procedure is to provide a clear process for addressing concerns regarding compliance with the University's Freedom of Expression Policy ("Policy").
- SCOPE** This Procedure applies to any University staff or faculty member, volunteer, student or member of the general public who has a concern regarding non-compliance with the Policy.
- PROCEDURE**
- 1. Make an inquiry**  
Any University staff or faculty member, volunteer, student, or member of the general public who is concerned that the Policy may have been breached may contact the University Secretary to disclose their concern.
  - 2. Submit a complaint**  
If, after having made inquiries with the University Secretary, an individual wishes to file a formal complaint alleging non-compliance with the Policy, they may submit a written complaint to the University Secretary which contains, at a minimum:
    - a. The name and contact information of the complainant, and their relationship to the University;
    - b. The names or positions (if known) of the individual(s) alleged to have breached the Policy;
    - c. The date(s) and time(s) of the alleged breach(es) of the Policy; and
    - d. A description of the alleged breach(es) of the Policy.
  - 3. Review complaint**  
The University Secretary will review all formal complaints submitted to determine whether the complaint falls within the scope of the Policy. The University Secretary may request further information from the complainant and make inquiries in order to assess whether there are reasonable grounds for the complaint.
  - 4. Complaint resolution**

If the University Secretary determines that the complaint falls within the scope of the Policy, the complaint will be handled as follows:

Where individual accused of breaching the Policy did so in their capacity as:	The complaint will be referred to:
A university employee	Human resources
A student	Student Affairs
A member of the public	Campus Security
A student group representative	Brock University Student Union or Graduate Student Association, as applicable

5. **Reporting**

All formal complaints and complaint outcomes will be recorded by the University Secretary for the purposes of governmental reporting requirements.