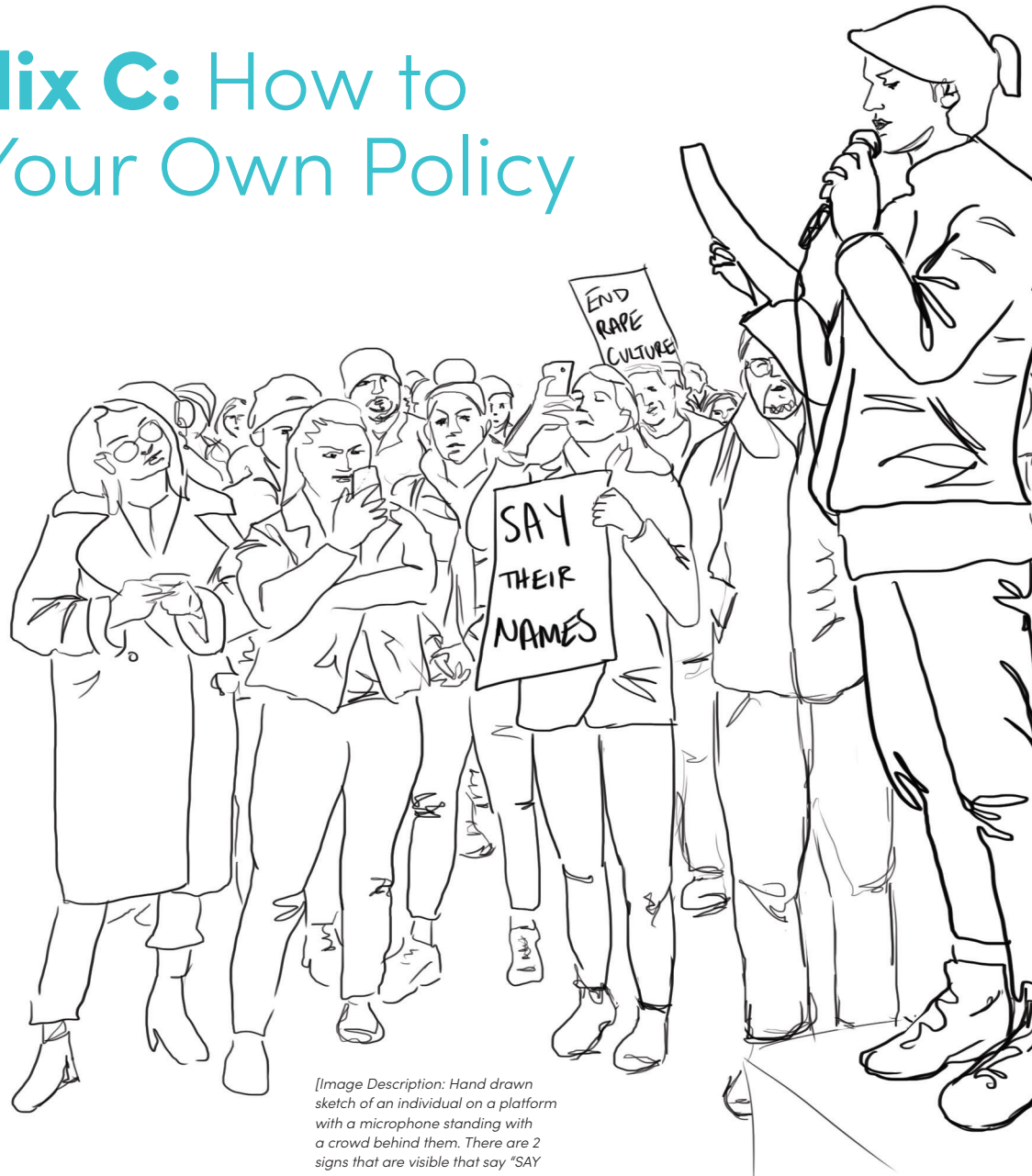


Appendix C: How to Grade Your Own Policy



[Image Description: Hand drawn sketch of an individual on a platform with a microphone standing with a crowd behind them. There are 2 signs that are visible that say "SAY THEIR NAMES" and "END RAPE CULTURE"]

Appendix C: How to Grade Your Own Policy

The score card used was developed through extensive consultations and research, introduced in October 2017 in the OurTurn Action Plan. Many student groups have asked us for information so that they could grade their own policies, which is why we've added this stand alone document. If you would like to officially grade your policy with our team, you can always reach out to us at outreach@sfcccanada.org and we will go through the process with you.

Grading your institution's Sexual Violence Policy can be difficult, as the clauses listed below are not always simple to find. Here are a few basic tips for grading your policy:

- Search for key terms - policies are often long and full of legal terminology. If you are having trouble finding sections, try searching for key terms.
- Don't give points for common practice if it isn't explicitly outlined in the policy. We know that many institutions follow aspects of this scorecard in practice, but it is important that these practices are outlined explicitly in the policy.
- Consult - once you've gone through your policy, take note of the sections you're unsure about. You can ask staff and administration at your institution about whether or not certain points are included. However, as we know, administrators and university staff often are not the best resource for an objective opinion on how a clause can be interpreted. You can therefore always contact us and we'll be happy to chat through your policy with you!

General

	Possible Points	Notes for Determining Score
Existence of a policy that covers Sexual Violence	+12	A significant number of points can be earned simply for having a policy that covers Sexual Violence. While the inclusion and omission of certain criteria will add or detract points, 12 is assigned just for having a policy in place.
Existence of a stand-alone policy	+6	Full points if the policy and procedures are contained within a single, stand-alone policy, and does not refer to the procedures outlined in another policy or disciplinary document that deals with anything other than sexual violence (ie a student code of conduct).
Accessible policy - Online	+2	Full points (2) if easily found online; 1 point if document is online, but not easily found and/or format not accessible to all readers; 0 points if policy cannot be accessed online.
Accessible policy - One Document	+2	+2 if you only have to refer to one document to find all policy and procedures.
Clearly defined complaint process; requires clearly outlined and defined step-by-step process	+2	+1 if process is clearly outlined and comprehensible; +1 if process is laid out step-by-step so reader can follow it logically.
Existence of reporting and statistic mechanisms	+2	+2 if there are proper mechanisms in place to publicly report statistics on complaints received.
Ability to report externally to the criminal justice system and/or human rights tribunal	+2	+2 if policy references the ability to report externally to police/law enforcement and a human rights tribunal/commission.
Does not include the ability to suspend complaint if the complainant also seeks recourse from criminal justice system	+2	Policies should not suspend internal complaint processes if a complainant also seeks recourse from law enforcement. 0 points if policy does mention suspension of of internal processes.
Renewal and review of policy	+4	4 points if policy review is annual or every 2 years, OR if policy is reviewed after 1st year and then every 3 years following; 3 points if policy is reviewed every 3 years; 2 points if policy is reviewed every 4 years; 1 point if policy is reviewed every 5+ years.
SECTION SCORE		/ Maximum 34 Points

Scope

	Possible Points	Notes for Determining Score
Faculty and staff are processed under the same SVP as students	+4	+4 if the processes for if the respondent is a staff/ faculty member or if they are a student is outlined in the policy, and that they are as similar in process as the relevant collective agreements will allow.
Defines consent effectively 1) recognizes drugs/alcohol, 2) power relations, 3) revocation of consent, 4) consent cannot be assumed, 5) cannot be obtained through coercion and threats	+5	+1 for each of the 5 different definition components; 0 points if policy does not include a definition of consent.
Covers visitors and alumni (would include any specific mention of the ability to ban visitors and alum from campus and have no contact orders)	+2	+2 if policy explicitly mentions that visitors and alumni are included within its scope.
Ensures complaints are not suspended if the respondent ends their relationship with the school (i.e. transfers or drops out)	+2	+2 if the policy explicitly says that complaints will not be suspended if the respondent ends their relationship with the school.
Covers off campus activity that impacts ability to live and learn on campus	+1	0 points if off campus activity is not covered by the policy (using the language of 'university sanctioned events' is not enough as it does not cover parties or people's apartments).
Covers online activity	+1	0 points if online activity is not covered by the policy.
Covers stealthing	+1	0 points if off stealthing is not covered by the policy.
Explicitly covers co-op and practicum placements	+1	0 points if co-op and practicum placements are not covered by the policy.
SECTION SCORE		/ Maximum 17 Points

Composition of the Decision Maker(s)

	Possible Points	Notes for Determining Score
Existence of an external third party independent member on the review committee	+2	0 points if there is no external third party independent member on the review committee; also 0 points if there is no review committee.
Existence of student representatives on the review committee	+2	0 points if there is no student representatives on the review committee; also 0 points if there is no review committee.
Explicitly mandating sexual violence sensitivity training	+2	+2 if policy explicitly mandates decision makers to receive sexual violence sensitivity training; 0 points if training is not mentioned in policy.
Existence of an independent investigator	+2	+2 if the policy explicitly says the complainant has the ability to request an external investigator. Only +1 if you only have that ability in an appeal process, or if only the institution can decide to use an independent investigator.
SECTION SCORE		/ Maximum 8 Points

Formal and Informal Complaint Process

	Possible Points	Notes for Determining Score
Existence of informal and restorative justice mechanisms	+2	+1 for existence of informal resolution mechanisms included in the policy; +1 for restorative justice mechanisms included in the policy.
Explicit rape shield protections - prohibition of questions regarding past sexual history	+2	0 points there is no explicit protections in the policy.
Existence of Face to Face Protections	+2	0 points if protections for face-to-face encounters are not included in the policy.
Existence of specific immunity clause for drug and alcohol use	+2	0 points if there is no immunity clause for drug and alcohol use included in the policy
Explicit mention that all sanctions ordered against respondent will be made known to survivor	+2	+2 if policy explicitly outlines that all results of the complaint, as well as sanctions if applicable, will be made known to the complainant. This is hard in many provinces due to restrictions in privacy law - it is important that if this is the case in your province that the institution outline this limitation in the policy as well. However they still lose the points, even if they explain it properly.
Clearly defined timelines for complaint process	+2	0 points if clear timelines are not included in the policy.
Interim Measures	+2	+1 for the existence of interim measures in the policy; +1 if interim measures are included in the policy with an explicitly survivor-centred stance.
Does not include a frivolous claims section	+2	0 points if policy references frivolous or vexatious claims (also referred to as complaints made in "bad faith", "malicious complaints", etc.).
Ability to have support person present	+1	0 points if the ability to have a support person present are not referenced in the policy
Existence of a conflict of interest clause	+1	0 points if there is not a conflict of interest clause included in the policy.
Does not include an exception clause	+2	0 points if any exceptions to the policy exist (ex. Policy can be suspended by the president/other authority, rules can be changed by the president/ other authority, etc.).
Existence of protection from retaliation	+1	0 points if protection from retaliation is not referenced in the policy.

Existence of ability to submit anonymous and third party complaints	+2	+1 if policy includes ability to submit anonymous complaints/disclosures; +1 if policy includes the ability for third-party complaints/disclosures to be made
Does not include a time limit to file a formal complaint after incident	+2	1 point can be given if an existing time limit is 3 or more years in length; Full points (2) if the policy does not put any time limitation on filing formal complaints.
Does not include a gag order (confidentiality order) at any point	+2	+2 if no where in the policy does it suggest that a complainant is unable to speak about their experiences at any point. Policies will almost never use the term 'gag order' and so you will have to watch out for strict language in confidentiality clauses.
Appeal process	+3	1 point for inclusion of the ability to appeal internal decisions; 2 points if the policy includes the ability to appeal to a non-administrative body; 3 points if both criteria are met.
SECTION SCORE		/ Maximum 30 Points

Education

	Possible Points	Notes for Determining Score
Creates a prevention, education, and support committee	+1	0 points if a prevention/education/support committee is not referenced in the policy. Note that committees can be listed with a different name, but must serve the same purposes of prevention, education, and support to receive point.
Highlights support services available for students	+2	+1 point if support services for students are mentioned in the policy; +2 points if support services for students are explicitly highlighted in the policy and examples/names are given.
Committed funding to support programs	+1	0 points if funding/resources for support programs are not committed.
Highlights prevention programs on campus	+1	0 points if prevention programs are not mentioned in the policy (prevention programs could include committees, strategys, strategic plans, frameworks, working groups, etc.).
On campus services that are sexual violence specific	+1	Even if support services on campus are mentioned, 0 point unless they are specific to/specialize in sexual violence.
Intersectionality recognized	+2	+2 points if intersectional impacts of sexual violence are recognized (ex. acknowledges marginalized communities on campus, recognizes the impacts of intersectionality and sexual violence, etc).
Rape culture mentioned	+2	+2 point if rape culture is mentioned.
Accommodations for survivors mentioned	+1	0 points if accommodations for survivors are not mentioned in the policy.
SECTION SCORE		/ Maximum 11 Points

FINAL SCORE
FINAL LETTER GRADE

Letter Grade Scale (Based on Carleton University's Scale)

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
90- 100%	85- 89%	80- 84%	77- 79%	73- 76%	70- 72%	67- 69%	63- 66%	60- 62%	57- 59%	53- 56%	50- 52%

Print This to Grade Your Own Policy

	Points
General	
Existence of a policy that covers Sexual Violence	
Existence of a stand-alone policy	
Accessible policy - Online	
Accessible policy - One document	
Clearly defined complaint process; requires clearly outlined and defined step-by-step process	
Existence of reporting and statistic mechanisms	
Ability to report externally to the criminal justice system and/or human rights tribunal	
Does not include the ability to suspend complaint if the complainant also seeks recourse from criminal justice system	
Renewal and review of policy	
Scope	
Faculty and staff are processed under the same SVP as students	
Defines consent effectively 1) recognizes drugs/alcohol, 2) power relations, 3) revocation of consent, 4) consent cannot be assumed, 5) cannot be obtained through coercion and threats	
Covers visitors and alumni (would include any specific mention of the ability to ban visitors and alum from campus and have no contact orders)	
Ensures complaints are not suspended if the respondent ends their relationship with the school (i.e. transfers or drops out)	
Covers off campus activity that impacts ability to live and learn on campus	
Covers online activity	
Covers stealthing	
Explicitly covers co-op and practicum placements	
Composition of the Decision Maker(s)	
Existence of an external third party independent member on the review committee	
Existence of student representatives on the review committee	
Explicitly mandating sexual violence sensitivity training	
Existence of an independent investigator	
Formal and Informal Complaint Process	
Existence of informal and restorative justice mechanisms	
Explicit rape shield protections - prohibition of questions regarding past sexual history	
Existence of Face to Face Protections	
Existence of specific immunity clause for drug and alcohol use	
Explicit mention that all sanctions ordered against respondent will be made known to survivor	

Clearly defined timelines for complaint process	
Interim Measures	
Does not include a frivolous claims section	
Ability to have support person present	
Existence of a conflict of interest clause	
Does not include an exception clause	
Existence of protection from retaliation	
Existence of ability to submit anonymous and third party complaints	
Does not include a time limit to file a formal complaint after incident	
Does not include a gag order (confidentiality order) at any point	
Appeal process	
Education	
Creates a prevention, education and support committee	
Highlights support services available for survivors	
Committed funding to support programs	
Highlights prevention programs on campus	
On campus services that are sexual violence specific	
Intersectionality recognized	
Rape culture mentioned	
Accommodations for survivors mentioned	

Sections	Section Scores
GENERAL	
SCOPE	
COMPOSITION OF THE DECISION MAKERS	
FORMAL AND INFORMAL COMPLAINT PROCESS	
EDUCATION	
FINAL SCORE	
FINAL LETTER GRADE	

Letter Grade Scale (Based on Carleton University's Scale)

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
90- 100%	85- 89%	80- 84%	77- 79%	73- 76%	70- 72%	67- 69%	63- 66%	60- 62%	57- 59%	53- 56%	50- 52%