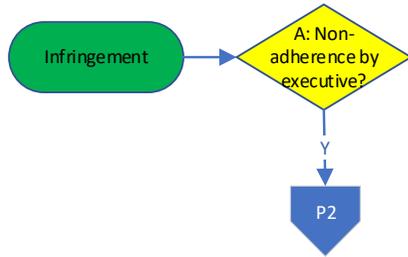


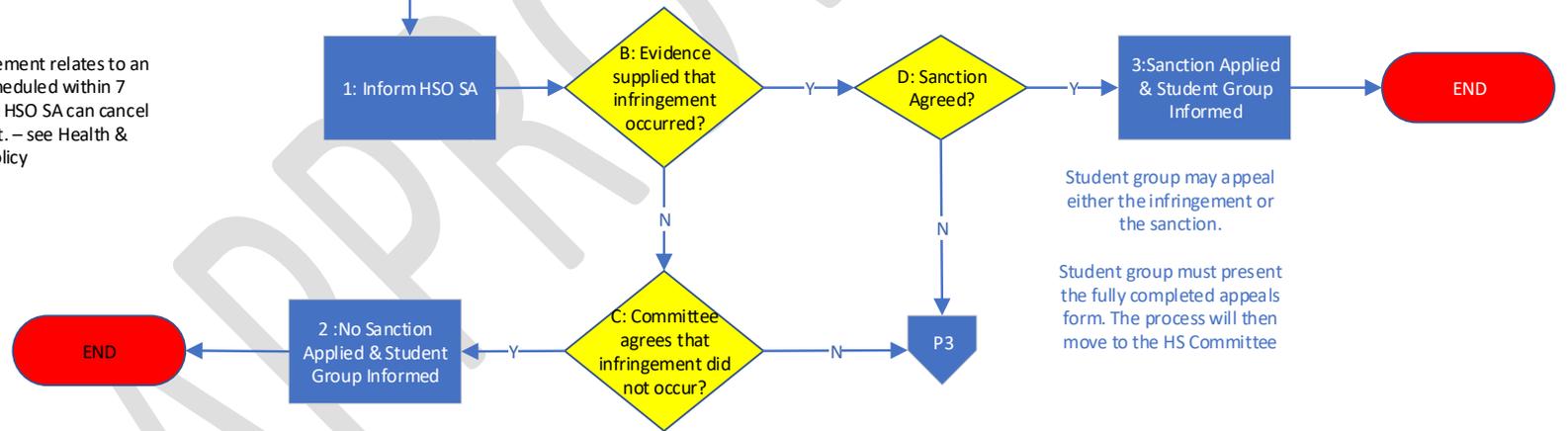
# P1: What do I do if a student or student group commits an infringement?

Student Representative Group



Student Executive

If infringement relates to an event scheduled within 7 days, the HSO SA can cancel the event. – see Health & Safety Policy



Student group may appeal either the infringement or the sanction.  
 Student group must present the fully completed appeals form. The process will then move to the HS Committee

Step #	Group	Description	Notes
Start	Student Representative Group	Infringement may have occurred	
Decision A	Student Group Executive and/or Health and Safety Officer for Student Led Events/Activities (HSO)	Is this an Executive run event/activity?  <i>If NO: go to Step 1</i> <i>If YES: go to page 2, Step 4</i>	
1	Student Executive	Inform Health & Safety Officer for Student Led Events (HSO SA)  <i>Go to Decision B</i>	If the infringement is related to an event scheduled within 7 days, then the Health & Safety Office for Student Led Events (HSO SA) can cancel the event. See Health and Safety Policy
Decision B	Student Executive	Has evidence been produced to show that the infringement occurred?  <i>If NO: go to Decision C</i> <i>If YES: go to Decision D</i>	
Decision C	Student Executive	Does the committee/executive agree that the infringement did not occur?  <i>If NO: go to page 3, Step 7</i> <i>If YES: go to Step 2</i>	The student group can appeal the infringement decision by submitting a fully completed appeal form. The appeal will then go to the Health & Safety Committee. <i>Page 3, Step 7</i>
Step 2	Student Executive	No Sanction is applied, and the student group is informed	<b>PROCESS ENDS</b>
Decision D	Student Executive	Does the committee agree on the sanction?  <i>If NO: go to Page 3, Step 7</i> <i>If YES: go to Step 3</i>	
Step 3	Student Group Executive	Sanction is applied and the student group is informed	<b>PROCESS ENDS</b>

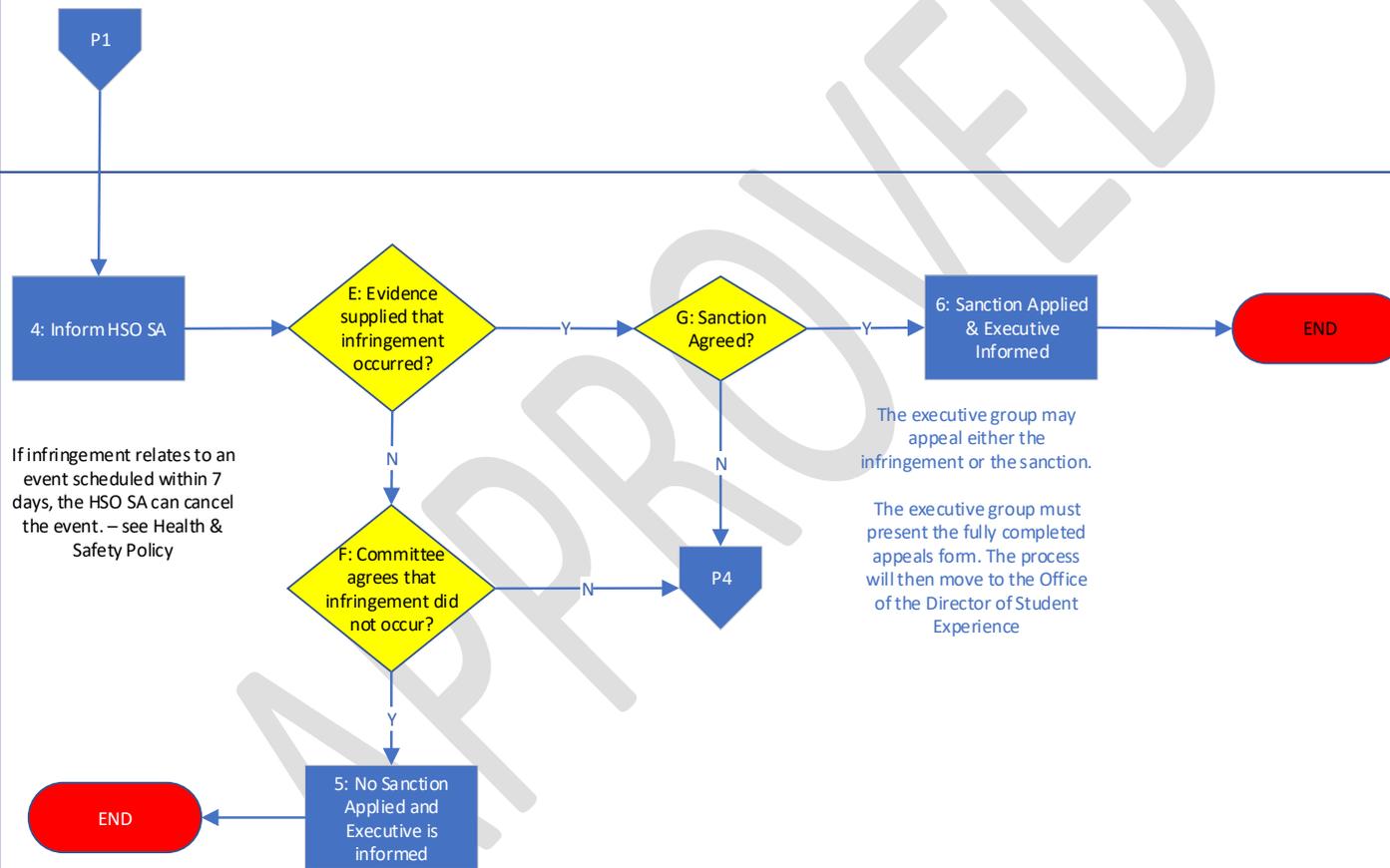
			The student group can appeal the sanction decision by submitting a fully completed appeal form. The appeal will then go to the Health & Safety Committee. <i>Page 3, Step 7</i>
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APPROVED

## P2: What do I do if my executive committee commits an infringement?

Student Group Executive

Health & Safety Committee

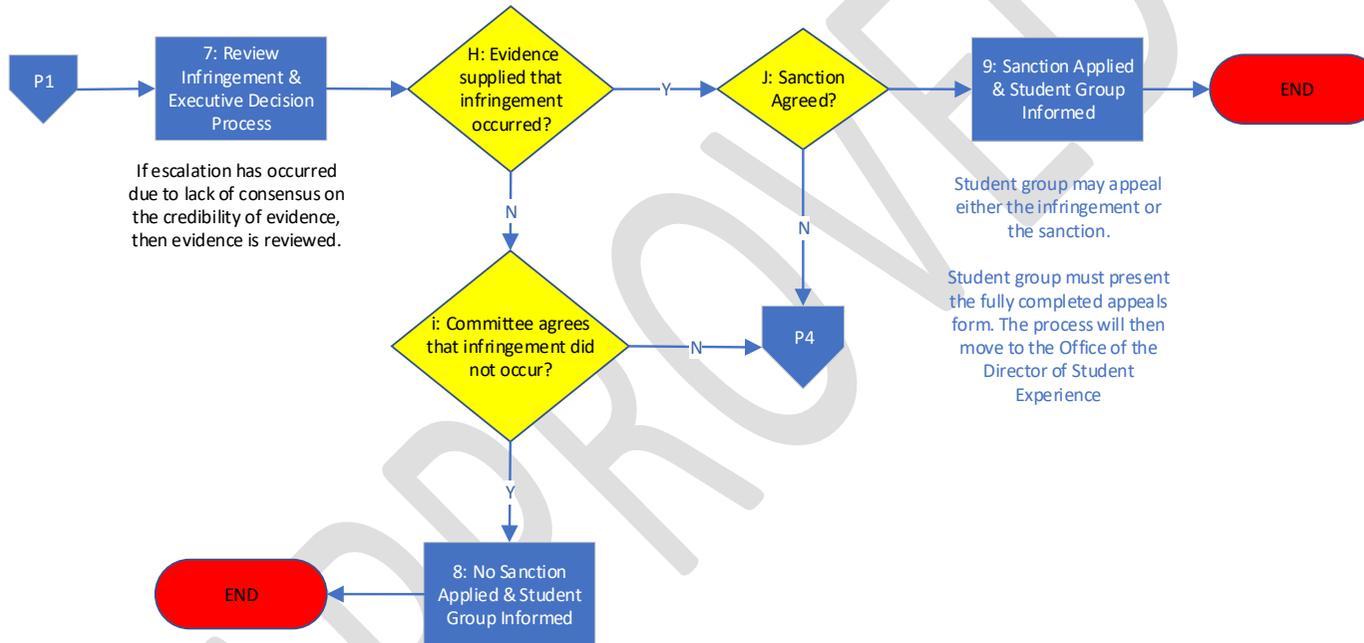


**Page 2: Executive Run Event/Activity: Health and Safety Committee**

Step #	Group	Description	Notes
Step 4	Student Group	Inform the HSO SA	If the infringement is related to an event schedule to run within 7 days, then the HSO SA can cancel the event. See Health and Safety Policy
Decision E:	Health and Safety Committee	Is there evidence to show that the infringement occurred?  <i>If NO: go to Decision F</i> <i>If YES: go to Decision G</i>	
Decision F	Health and Safety Committee	Does the committee agree that the infringement did not occur?  <i>If NO: go to page 4, Step 10</i> <i>If YES: go to Step 5</i>	The executive group can appeal the infringement decision by submitting a fully completed appeal form. The appeal will then go to Office of the Director of Student Experience. <i>Page 4, Step 10</i>
Decision G	Health and Safety Committee	Does the committee agree on the sanction?  <i>If NO: go to page 4, Step 10</i> <i>If YES: go to Step 6</i>	
Step 5	Health & Safety Committee	No sanction is applied, and the student executive is informed	<b>PROCESS ENDS</b>
Step 6	Health & Safety Committee	The sanction is applied, and the student executive is informed	<b>PROCESS ENDS</b>  The executive group can appeal the sanction decision by submitting a fully completed appeal form. The appeal will then go to the Office of the Director of Student Experience. <i>Page 4, Step 10</i>

### P3: What is the process if the issue goes to the Health & Safety Committee?

Health & Safety Committee

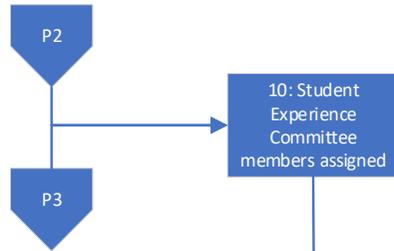


**Page 3: Escalation #1: Health and Safety Committee**

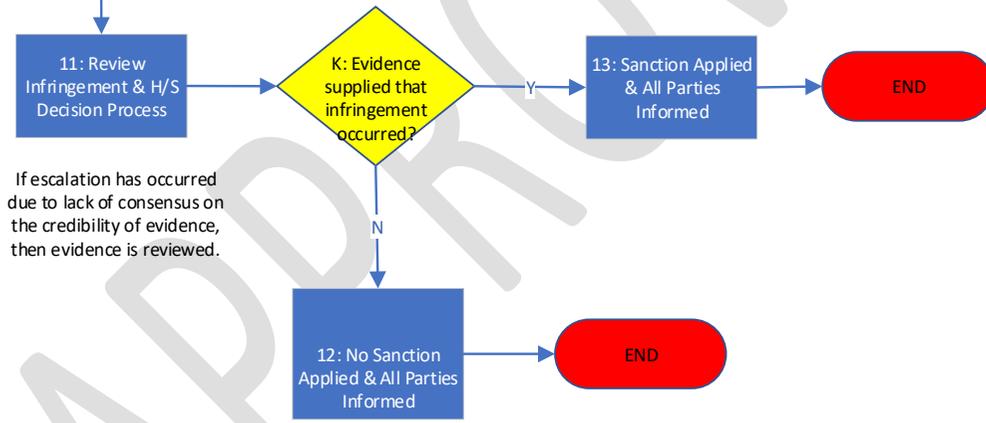
Step #	Group	Description	Notes
Step 7	Health & Safety Committee	Review the infringement and the executive decision process	If the escalation has occurred due to lack of consensus on the credibility of the evidence and/or an appeal request, all evidence/data is reviewed
Decision H	Health & Safety Committee	Was evidence supplied to show that the infringement occurred?  <i>If NO: go to Decision I</i> <i>If YES: go to Decision J</i>	
Decision I	Health & Safety Committee	Does the committee agree that the infringement did not occur?  <i>If NO: go to page 4, Step 10</i> <i>If YES: go to Step 8</i>	The student group can appeal the infringement decision by submitting a fully completed appeal form. The appeal will then go to Office of the Director of Student Experience. <i>Page 4, Step 10</i>
Step 8	Health & Safety Committee	No sanction is applied, and the student group is informed.	<b>PROCESS ENDS</b>
Decision J	Health & Safety Committee	Does the committee agree on the sanction?  <i>If NO: go to page 4, Step 10</i> <i>If YES: go to Step 9</i>	The student group can appeal the sanction decision by submitting a fully completed appeal form. The appeal will then go to Office of the Director of Student Experience. <i>Page 4, Step 10</i>
Step 9	Health & Safety Committee	Sanction is applied and student group is informed	<b>PROCESS ENDS</b>

P4: What is the process if the issue goes to the Office of the Director of Student Experience?

Office of the Director of Student Experience



Student Experience Committee



**Page 4: Escalation #2: Student Experience Committee**

Step #	Group	Description	Notes
Step 10	Office of the Director of Student Experience	Student Experience Committee is formed.	
Step 11	Student Experience Committee	Review the infringement and decision process and/or appeal request	If the escalation has occurred due to lack of consensus on the credibility of evidence supplied and/or through an appeal request, then all evidence and information is reviewed.
Decision K	Student Experience Committee	Was evidence supplied to show that the infringement occurred?  <i>If NO: go to step 12</i> <i>If YES: go to step 13</i>	
12	Student Experience Committee	No sanction is applied, and all relevant parties are informed	<b>PROCESS ENDS</b>
13	Student Experience Committee	Sanction is applied and all relevant parties are informed	<b>PROCESS ENDS</b>