

Mission Statement

The **EYEOPENER**, Ryerson University's independent student newspaper, is dedicated to providing the student body with critical and relevant reporting, valuable work experience and a safe community space. We commit ourselves to holding power to account; to accurately reflecting the needs, interests and nuanced experiences of Ryerson's diverse student body, and growing with members of our community as these needs and interests evolve over time; and to making space for voices that have been traditionally underrepresented or harmed by legacy media.

Vision statement

*The **EYEOPENER** serves students through providing valuable experience in journalism as well as accurate, fair and independent reporting on issues that represent the needs and interests of the student body. As a publication run by students, for students, The **EYEOPENER** listens to its community and will adapt to the needs of community members, especially as understandings of equity and allyship as well as journalism's core values and tenants shift. The **EYEOPENER** recognizes that legacy media has historically harmed and often continues to harm marginalized communities, including, but not limited to, Indigenous, Black, transgender, queer, racialized, and disabled communities. Therefore, in our reporting and in our community space, both online and on campus, The **EYEOPENER** is committed to protecting the safety of and promoting the advancement of systemically marginalized groups. The **EYEOPENER** will strive to repair and rebuild trusting relationships with these communities through equitable initiatives, training and reporting, in keeping with our tradition of staying ahead of the curve of mainstream media and leading the way for more equitable, anti-oppressive reporting practices.*

Proposed amendments are highlighted in turquoise.

ARTICLE 1

Statements of Principles

- The **EYEOPENER** is a student newspaper which is owned and operated by the full-time students of Ryerson University (“Ryerson”)
- The **EYEOPENER** is published weekly during the academic school year. The **EYEOPENER**’s role is to provide information to its readers on matters which affect student life. The accent will be on covering Ryerson events and issues but it must be remembered that student life is not restricted to the campus.
- Because The **EYEOPENER** is owned by Rye-Eye Publishing and is therefore responsible to all full-time students, every effort must be made to ensure that the **EYEOPENER**’s editorial content appeals to the greatest possible number of Ryerson students.
- It is The **EYEOPENER**’s mandate to instruct and train all interested students in the practice of ethical journalism.
- All other things being equal, an application for any position at The **EYEOPENER** by a member of the Ryerson community shall take precedence over an application from someone outside the Ryerson community. **All applicants must be prepared to adhere to The **EYEOPENER**’s Mission Statement and Vision Statement, and to its Constitution.**

Ethics and Practices

- **The **EYEOPENER** shall ensure that its coverage is accurate, timely and honest. Reports which display prejudice based on age, religion, ethnicity, disability, sex, sexual orientation, or gender identity shall have no place in The **EYEOPENER**.**
- **Should The **EYEOPENER** publish an article containing a factual error, the mistake will be corrected as soon as possible and declaration of the correction will be made at the bottom of the story.**
- **The **EYEOPENER** has a zero tolerance policy for hate speech, discrimination and harassment in our workspace, our community and publication. (See Human Rights Policy)**
- **The **EYEOPENER** recognizes that traditional standards of journalistic “objectivity” have been harmful in the past, especially to marginalized communities. The **EYEOPENER** encourages community members to speak out on issues that impact their lived experience and/or right to exist freely and safely as who they are (ex. Supporting Black Lives Matter, speaking out against systemic discrimination, showing support for specific communities or one’s own communities or sharing personal experiences of marginalization) and will not be disciplined nor considered a conflict of interest, so long as it complies with The **EYEOPENER** Mission Statement, Vision Statement and Constitution.**
- The **EYEOPENER** shall not publish any submission which is known to contain information which has been falsified or distorted to promote the aims or concerns of any

special interest group, political body, or individual. This includes stories that have been produced by a reporter or editorial member who have a clear stake in the subject matter they are reporting on. Nor shall The **EYEOPENER**'s editorial board allow to be published any report, column, photograph, letter or graphic which it finds to be libelous, offensive or unethical (See also ARTICLE 3—Acceptance of Material Submitted.)

- All stories will provide fair coverage through a presentation of relevant context and facts and honesty regarding what The **EYEOPENER** can and cannot verify
- The **EYEOPENER**'s volunteers and editorial board members will make every effort to publish stories with no factual errors. This includes completing fact-checking before publication and retaining records of interviews and research.
- The **EYEOPENER**'s volunteers and editors will ensure that direct quotes are an accurate representation of what was written or said by a source during an interview, only making small edits to correct grammatical errors or omit unnecessary expression of speech (ex. "like"). Paraphrasing is also acceptable but must fairly reflect the source's words. Context for quotes, including where they were said, will also be included.
- The **EYEOPENER** will ensure its reporting is fair by giving all relevant sources a chance to respond to serious allegations against them. All efforts will be made to give sources an appropriate amount of time; however The **EYEOPENER**'s primary responsibility is informing its audience in a timely manner. If a source is not able to provide comment for an article in time for publication, a disclaimer will be added to the top of the article stating that the story will be updated with comment. If a source refuses to comment, the article will state this and if applicable report any reasons why the comment was refused.
- Whenever possible, the editorial board will fully name and identify sources in the interest of accountability and transparency. Anonymity may be provided in extenuating circumstances if the safety or reputation of the source is at risk should they speak out, though the source's identity must be known to the relevant editors and editor-in-chief. If a source is anonymous, a disclaimer will be provided at the bottom of the article clarifying that their full name is being protected and explaining why anonymity has been granted. Volunteers and section editors must present anonymity requests to the editor-in-chief before the interview is complete, and must provide a compelling reason for confidentiality.
- Once anonymity is granted, The **EYEOPENER** protects its sources. The **EYEOPENER** will not reveal its sources' identities unless the source has given permission
- The **EYEOPENER** will not accept submissions, documents or evidence from anonymous parties. Evidence obtained by The **EYEOPENER** must come from a verified source (ex. Ryerson email address).
- The **EYEOPENER** will only unpublish articles in extenuating circumstances (see **BYLAW NO. 7** , A BYLAW concerning the **EYEOPENER**'s unpublishing practices)

Rye-Eye Publishing Inc.

- The **EYEOPENER** is published by RYE-EYE PUBLISHING INC., a non-profit corporation of which all full-time Ryerson students are members. Funding is derived from student fees and from advertising revenues.

- The board of directors of RYE-EYE PUBLISHING INC. is ultimately accountable to Ryerson students.

BYLAW NO. 5

A BYLAW defining the role and responsibilities of volunteers at The EYEOPENER.

ARTICLE 1 - EYEOPENER VOLUNTEERS

General

- The **EYEOPENER** accepts and assigns work to students who express interest in volunteering for **EYEOPENER**.
- Any full-time undergraduate, continuing education or masters student at Ryerson may volunteer for The **EYEOPENER**, except Ryersonian staff.
- Ryersonian staff may not volunteer with The **EYEOPENER** in accordance with Bylaw No. 3.
- No prior experience is required to volunteer for the The **EYEOPENER**, however the editorial board will make an effort to host training sessions that will help prepare first-time volunteers.
- Volunteers may be compensated in kind for their work at the discretion of the editorial board (ex. Ram in the Rye dinners, gift cards), however the frequency and medium of compensation is subject to change depending on funding.
- Volunteers do not hold official positions with The **EYEOPENER** and should not claim they are formally employed.
- Volunteers report first to specific section editors, then the editorial board (through copy edits and online edits), then the editor-in-chief.
- Volunteers can contribute at their own discretion. Upon committing to an article, however, they are expected to see it through to publication.
- Volunteers must avoid conflicts of interest, including personal financial or other interests such as interviewing friends or family members.
- Volunteers must adhere to The **EYEOPENER** Mission Statement, Vision Statement, and the Constitution.
- To the extent possible, articles contributed by Volunteers should align with the core values outlined in the **EYEOPENER** Mission Statement, Vision Statement and the Constitution.
- Volunteers must adhere to assignment deadlines, as assigned by section editors.
- Volunteers must attend training sessions when possible and review any training materials including presentations or documents.
- Volunteers should make every effort to respond to edits from section editors/the editor-in-chief in a timely manner .
- Volunteers must record all interviews and keep audio from interviews with sources as well as any other information used in a story on file for fact-checking purposes.
- Volunteers must be ethical and responsible when dealing with The **EYEOPENER** editorial content, partnerships and public image.
- Volunteers should not engage in any discriminatory behaviour, harassment, or victimization. Please see the Human Rights Policy.
- Volunteers must not engage in unlawful or illegal activities or misuse **EYEOPENER** property.

ARTICLE 2 - VOLUNTEER MISCONDUCT

Volunteers will be subject to disciplinary action and their articles and pitches may not be accepted in the following circumstances:

- A volunteer contravenes the zero tolerance policy for hate speech and discrimination or engages in harrasment (see Human Rights Policy);
- A volunteer continuously fails to adhere to the decisions and policies of the editorial board;
- A volunteer violates the ethics and practices as outlined in the constitution;
- A volunteer is found guilty under the conflict-of-interest bylaw;
- A volunteer is found guilty of theft, loss or misuse of The **EYEOPENER** property, fraud or some other form of illegal or unlawful conduct;
- A volunteer continually makes factual errors in their reporting or knowingly makes a grave factual error (ex. libel, inventing a source);
- A volunteer continuously misses deadlines;
- A volunteer engages in conduct that jeopardizes the safety and security of The **EYEOPENER** community members.

Progressive Discipline

- When appropriate, the editor will make efforts to resolve problems that arise with volunteers. Solutions may include but are not limited to:
 - Issuing a warning email
 - Having a formal meeting, potentially with a section editor present
 - Implementing a mandatory training session
 - Not publishing work from the volunteer for a specific period of time
 - Not allowing the volunteer to attend The **EYEOPENER** events for a specific amount of time
 - Entering into an agreement whereby the volunteer agrees to limit contributions to specific topics
- If all avenues have been exhausted, the volunteer's relationship with The **EYEOPENER** will be terminated and they will be permanently prohibited from contributing to The **EYEOPENER**.

Termination of volunteer relationship

- The **EYEOPENER** reserves the right to terminate their relationship with volunteers at any time, without advance notice.
- The editor-in-chief must notify the volunteer by email that they have been permanently prohibited from contributing to The **EYEOPENER**.
- The editor-in-chief must demonstrate to the editorial board that one or all of the conditions for termination exists pertaining to this volunteer, and that the editor-in-chief

has been fair-minded in dealing with this volunteer (i.e.: they have issued warnings, proper notification of removal, exhausted every other avenue to resolve the problem).

- Once the editorial board has had sufficient time to hear from all concerned parties, question those parties, and discuss the motion, a vote of the editorial board will be taken.
- A two-thirds majority of the editorial board will be required to terminate a volunteer
- If the editorial board votes in favour of termination, the volunteer will no longer be permanently prohibited from contributing to The **EYEOPENER**

BYLAW NO. 6

A BYLAW concerning use of social media.

ARTICLE 1—SOCIAL MEDIA CONDUCT

General

- The **EYEOPENER** community members are encouraged to find their own voice on social media and use social media platforms to connect with the broader Ryerson community and promote their work. However it is important to keep in mind that your social media content and conduct can impact reader trust, the publication's credibility and community safety.
- Personal online activity, including e-mails and social networking, that contravenes The **EYEOPENER's** Mission Statement, Vision Statement and Constitution should be regarded as public and not private. Such activity may impact professional credibility. As such, The **EYEOPENER** community members should think carefully before they post.
- Using facts and hard evidence to hold power to account, point out false or baseless claims or call out questionable behaviour is not an opinion, even if it reflects negatively on a matter the **EYEOPENER** reports on. Critical analysis of matters The **EYEOPENER** reports on is welcome and will not be disciplined if it is fair and factual.
- If an editor or volunteers' social media content or conduct contravenes any of The **EYEOPENER's** ethics, values or policies, they will be subject to disciplinary action as outlined above.
- There is zero tolerance for hate speech and discrimination. It not only hurts the reputation of the publication and its staff but compromises the safety of the publication as a community space. Any member of The **EYEOPENER** who expresses hate speech on social media will be subject to disciplinary action as outlined above.

Editorial board

- The **EYEOPENER** editorial board members may identify themselves as The **EYEOPENER** employees on social media.
- The **EYEOPENER** editorial board members should refrain from taking sides on matters that the publication is reporting on, unless the subject is covered in an editorial that setting out the editorial board's stance
- The **EYEOPENER** editors are encouraged to not engage with readers who may be attempting to harass or 'troll' them on social media. If an editor is feeling uncomfortable or unsafe with any social media attention they should speak with the editor-in-chief immediately.
- The **EYEOPENER** editors must keep in mind The **EYEOPENER** ethics of honesty, transparency and fairness in their social media conduct. **EYEOPENER** editors should avoid saying things they wouldn't say in a news article or broadcast—that is, statements they can't back with reporting or evidence, defamatory statements or false material. The

EYEOPENER editors are encouraged to consider the value of commentary that may impact the publication's ability to report on such topics.

Volunteers

- The **EYEOPENER** volunteers may identify that their work appears in The **EYEOPENER** (ex. "Bylines in", "words in") on social media but should not identify themselves in any way that may lead people to believe that they are paid or permanent employees of The **EYEOPENER**. On websites where resumes or job experience is listed, it should be clear that positions are volunteer-based and volunteers and contribute at their own discretion.
- The **EYEOPENER** volunteers are free to express their opinions on matters The **EYEOPENER** reports on; however if a volunteer has made public their specific stance on a matter The **EYEOPENER** will report on (ex. publicly endorsing a student governance candidate) they will not be assigned the corresponding story, at the discretion of the section editor and editor-in-chief.

BYLAW NO. 7

A BYLAW concerning the The **EYEOPENER**'s unpublishing practices.

ARTICLE 1—UNDERSTANDING UNPUBLISHING

General

- As a general rule of thumb, The **EYEOPENER** will not unpublish stories once they have been published, in the interest of fairness, integrity, credibility and remaining accountable to our audience, the community and the historical record.
- The **EYEOPENER** is committed to ongoing accuracy and will ensure that errors are corrected in a timely manner and new information is added as it becomes available, as opposed to unpublishing.
- The **EYEOPENER** may unpublish an article in extenuating circumstances, including but not limited to:
 - If a source's safety is compromised by the story
 - If the story contains egregious factual error(s)
 - If the story is defamatory
 - If the story compromises a publication ban or other legal restrictions
 - If a source was intentionally misled regarding how their voice would be used in a story
- Unpublishing requests are ultimately at the discretion of the editor-in-chief, but it is appropriate for the editor-in-chief to consult with the editorial board.
- Unpublishing requests should be weighed against the public's right to know, the historical record and the cost of unpublishing, however, the editor-in-chief should also act with compassion and empathy and consider the personal and emotional cost of the article remaining published for the source.
- Every effort should be made to ensure sources—especially young, vulnerable and/or marginalized students—give informed consent to speaking to an article. The **EYEOPENER** volunteers and editors are responsible for sending the "Being an Eyeopener source" document to potential story sources and making it clear that interviews are permanently on the record unless otherwise discussed

ARTICLE 2—MAKING AN UNPUBLISHING REQUEST

Submitting an unpublishing request

- If a source feels that their request meets the criteria listed above for unpublishing, they may submit a request to the editor-in-chief.
- Requests must be made in writing for record-keeping.

Alternatives to unpublishing

In the event that an article does not meet the criteria for unpublishing, the editor-in-chief may offer an alternative solution to the complainant, including but not limited to:

- De-indexing the article (removing it from search engine results)
- Removing a photo
- Anonymizing the source (removing their name/other pertinent identifiers)
- Including a publisher's note with new context for the story
- Replacing the story with a new, updated story

HUMAN RIGHTS POLICY

1. Organizational commitment

The **EYEOPENER** is not just a publication but a community. As a community, The **EYEOPENER** seeks to create a safe space to work, volunteer and learn in which respect, equity, diversity, inclusion, anti-oppression, and transparency are valued and upheld.

The **EYEOPENER** recognizes the harm that legacy media has done and continues to impose on marginalized communities, including Indigenous, Black, transgender, queer, racialized, and disabled communities. We are committed to creating a safe environment within our publication where employees, volunteers, sources and other community members feel that their lived experiences are seen and valued.

Under the Ontario *Human Rights Code*, every person has the right to freedom from harassment and discrimination. Harassment and forms of physical violence are also prohibited under Ontario's *Occupational Health and Safety Act*. Harassment and discrimination will not be tolerated, condoned, or ignored at The **EYEOPENER**. If a claim of harassment or discrimination contravening Ontario's laws is proven after an investigation appropriate in the circumstances has been conducted, disciplinary measures will be applied, up to and including termination of employment for editorial board members and staff members, and the termination of relationships with volunteers.

The **EYEOPENER** is committed to a comprehensive strategy to address harassment and discrimination, and any forms of physical violence, including providing training and education to ensure that everyone knows their rights and responsibilities; regular monitoring of our employment and reporting practices for barriers based on *Code* grounds; providing an effective and fair complaints procedure; and promoting appropriate standards of conduct at all times.

2. Objective of Policy

The objectives of this Policy are to:

- Ensure that staff, volunteers and community members of The **EYEOPENER** are aware that harassment and discrimination are unacceptable practices and are incompatible with the standards of this organization, as well as being a violation of the law.
- Set out the types of behaviour that may be considered offensive and are prohibited by this Policy.
- Ensure The **EYEOPENER** remains a safe and accessible space for students, especially those from marginalized backgrounds, to access should they want to share their story or gain experience in journalism.

3. Application of policy

The right to freedom from discrimination and harassment extends to all employees, including full-time, part-time and contract, as well as volunteers and interns.

It is also unacceptable for members of The **EYEOPENER** to engage in harassment or discrimination against sources, Ryerson community members or other people to which The **EYEOPENER** provides services.

This Policy applies at every level of the organization and to every aspect of the workplace environment—including online communications such as email, Slack and social media—and employment relationship, including recruitment, selection, training, salaries, benefits and termination. It also covers rates of pay, overtime, hours of work, holidays, shift work, discipline and performance evaluations.

This Policy also applies to events that occur outside of the physical workplace such as during business trips, or company parties.

4. List and Explanation of Protected Grounds

This Policy prohibits discrimination or harassment on the basis of the following grounds, and any combination of these grounds:

- Age
- Creed (religion)
- Sex
- Gender identity
- Family status (Paternity, maternity or pregnancy)
- Marital status (including the status of being married, single, widowed, divorced, separated, or living in a conjugal relationship outside of marriage, whether in a same sex or opposite sex relationship)
- Disability (including mental, physical, developmental or learning disabilities)
- Race
- Ancestry
- Place of origin
- Ethnic origin
- Citizenship
- Colour
- Record of offences (criminal conviction for a provincial offence, or for an offence for which a pardon has been received)
- Association or relationship with a person identified by one of the above grounds
- Perception that one of the above grounds applies

The **EYEOPENER** recognizes that people may experience discrimination and harassment based on the intersection of different identities. As such, complainants may file a complaint on the basis of more than one prohibited ground.

5. Definition of Key Concepts

The following behaviour is prohibited by this Policy:

Discrimination: means any form of unequal treatment based on a *Code* ground, whether imposing extra burdens or denying benefits. It may be unintentional or intentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but have the effect of disadvantaging certain groups of people. Discrimination may take obvious forms, or it may occur in very subtle ways. In any case, even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this Policy. This includes, but is not limited to:

- Offensive jokes related to Code grounds
- Slurs related to Code grounds
- Preferential treatment based on Code grounds
- Display of literature or materials that promotes racism, sexism, homophobia, ableism, transphobia, xenophobia and more

Harassment: engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or, causing another person to feel humiliated, intimidated or unsafe. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning, or unwelcome, based on a ground of discrimination identified by this Policy. Harassment can occur on any of the grounds of discrimination.

Examples of harassment include:

- Epithets, remarks, jokes or innuendos related to an individual's race, sex, disability, sexual orientation, creed, age, or any other ground;
- Insults or verbal aggression, such as yelling, swearing, name-calling, and intentional humiliation;
- Display or circulation of offensive pictures, graffiti or materials; whether in print form or via e-mail or other electronic means;
- Vandalizing or otherwise damaging or defiling personal belongings, work area or work product;
- Singling out an individual for humiliating or degrading "teasing" or jokes because they are a member of a protected groups
- Spreading malicious rumours (regardless of whether or not they are believed to be true)
- Comments ridiculing an individual because of characteristics, dress etc. that are related to a ground of discrimination.

The fact that a person does not explicitly object to harassing behaviour or appears to be going along with it does not mean that the behaviour is not harassing, and does not mean that it has been assented to.

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Sexual harassment: A course of unwanted remarks, behaviours, or communications of a sexually oriented nature and/or a course of unwanted remarks, actions that promote gender-based violence, or behaviours or communications based on gender – where the person responsible for the remarks, actions, behaviours or communications knows or ought reasonably to know that these are unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Examples of sexual harassment include but are not limited to:

- Gender-related comments about an individual's physical characteristics or mannerisms;
- Unwanted attention of a sexually oriented nature such as personal questions about one's sex life, persistent requests for a "date", or unwelcome remarks about someone's hair, body shape, etc.
- Unwelcome remarks based on gender which are not of a sexual nature but which are demeaning such as derogatory gender-based jokes or comments
- Paternalism based on gender which a person feels undermines their self respect or position of responsibility;
- Unwelcome physical contact;
- Suggestive or offensive remarks or innuendos about members of a specific gender;
- Propositions of physical intimacy;
- Gender-related verbal abuse, threats or taunting;
- Leering or inappropriate staring;
- Bragging about sexual prowess or questions or discussions about sexual activities;
- Offensive jokes or comments of a sexual nature about an employee or community member;
- Rough and vulgar humour or language related to gender;
- Display of sexually offensive pictures, graffiti or other materials, including through electronic means;
- Demands for dates or sexual favours

Sexual Violence: Any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature that is committed, threatened or attempted against a person without the person's consent. This includes, but is not limited to:

- sexual assault
- sexual harassment
- Stalking
- indecent exposure
- Voyeurism
- sexual exploitation
- degrading sexual imagery
- distribution of sexual images or video of a community member without their consent
- and cyber harassment or cyberstalking of a sexual nature.

Poisoned environment: a poisoned environment is created by comments or conduct (including comments or conduct that are condoned or allowed to continue when brought to the attention of management) that create an unsafe, discriminatory work environment such that workers can reasonably feel that it has become a term and condition of their employment to have to be in such a workplace. The comments or conduct need not be directed at a specific individual, and may be from any individual, regardless of position or status. A single comment or action, if sufficiently serious, may create a poisoned environment.

6. Roles and responsibilities

All persons present in TThe **EYEOPENER** are expected to uphold and abide by the Policy, refraining from any form of harassment or discrimination, and by cooperating fully in an investigation of a harassment or discrimination complaint.

The editor-in-chief and general managaer have the additional responsibility to act immediately on observations or allegations of harassment or discrimination. Managers and supervisors are responsible for creating and maintaining a harassment and discrimination-free organization, and should address potential problems before the become serious.

COMPLAINT RESOLUTION PROCEDURES

1. Access to information and advice

The EYEOPENER will appoint a neutral third party with expertise in workplace complaints involving human rights and/or workplace health and safety (hereafter “Advisor”), who will provide information about the Human Rights Policy, as well as the Procedure to any person who is concerned about possible harassment or discrimination within the organization. The Advisor will not act as an advocate for any person and will not provide legal advice, and will maintain strict confidentiality of communications unless required to disclose information under a legal obligation.

The Advisor will ideally be an alumni of the EYEOPENER as opposed to a current staff member.

2. Access to Code mechanism

The provisions of the Policy and Procedure in no way affect the right of any person to exercise their rights under the Ontario Human Rights Code, within the limits specified by that legislation.

3. Making a complaint

The EYEOPENER will investigate and deal with all complaints or incidents of workplace harassment, discrimination in a timely manner. A complaint may be made by speaking to either the editor-in-chief, the general manager or the Board’s masthead representative.

Where possible, the complaint should be made in writing, via email or letter, including details of:

- What happened—a description of the events or situation
- Name(s) of the worker who has allegedly experienced workplace harassment and contact information
- Name of the alleged harasser(s), position and contact information (if known)
- Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)
- Details of what happened including date(s), frequency and location(s) of the alleged incident(s)
 - Any supporting documents the worker who complains of harassment may have in his/her possession that are relevant to the complaint.
 - List any documents a witness, another person or the alleged harasser may have in their possession that are relevant to the complaint.

The complainant may also request an in-person meeting to make their report or complaint. The role of the person taking the report or complaint is to listen, clarify details and assess appropriate next steps.

The person receiving the complaint will notify the person(s) complained against (“the respondent(s)”) of the complaint and provide the respondents(s) with a copy of the written complaint.

If necessary, the complainant or the respondent will be placed on a paid leave of absence, asked to work from home or provided with alternative reporting relationships. The decision will be made on a case-by-case basis while respecting the principle that the complainant will not be penalized for making the complaint.

It is the duty of the Advisor to ensure that the complainant is aware of the outcomes that may result from a formal report, including an investigation into their complaint.

The **EYEOPENER** recognizes that instances of harassment or discrimination could occur during the news reporting process, where a staff member or volunteer of The **EYEOPENER** is a complainant and the respondent is an individual who has little to no relation to the paper. In that case, The **EYEOPENER** would support the complainant in reporting the case of harassment or discrimination to the respondent’s employer or to Ryerson University. The **EYEOPENER** would stay in contact with the respondent’s representative to stay up to date on the investigation process and respond appropriately to the findings.

4. Reprisal

Every person has a right to claim and enforce their right to a healthy and safe workplace, free of violence, harassment and discrimination. No person should be negatively treated for bringing forward a complaint, providing information related to a complaint, or assisting in the resolution of a complaint. It is the violation of The **EYEOPENER** Policy to discipline or punish a person because they have brought forward a complaint, provided information related to a complaint or otherwise been involved in the complaint resolution process. Reprisal may be the subject of a complaint under this Procedure.

Every effort will be made to ensure employees, volunteers and community members feel safe coming forward with complaints and are not discouraged by fear of reprisal. All complaints of harassment and discrimination will be taken seriously, and dealt with fairly and promptly.

5. Dispute resolution

When appropriate, the person receiving the complaint will offer the parties an opportunity to have the complaint mediated. No person will be required to undertake mediation. Mediation will be conducted by a neutral and expert third-party mediator. Mediation may take place at any stage during the complaint process.

6. Appointment of an investigator

Where mediation is not appropriate or is not successful, the person receiving the complaint will refer the complaint to an expert external investigator.

7. Representation

Complainants and respondents are entitled to seek representation of their own choice, including legal counsel, during the complaints process at their own expense. The **EYEOPENER** will not provide legal counsel to any complainant or respondent.

8. Documentation

Every person who believes they have experienced harassment, violence or discrimination, as well as every person who has been notified of a complaint against them, is advised to create and keep written notes about the events at issue, as well as maintaining any relevant written documentation.

9. Confidentiality and privacy

Advisors, investigators, mediators and persons receiving complaints will, to the extent possible, protect the confidentiality and privacy of persons involved in a complaint, subject to the requirements of a fair investigation and resolution process. The investigator must ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.

All documents related to a complaint, including the written complaint, witness statements, investigation notes and reports, and documents related to the complaint, will be securely maintained by the general manager.

The **EYEOPENER** will not disclose the name of the complainant to any person except where disclosure is necessary for the purposes of investigating the complaint or taking responsive measures.

There are, however, limits to confidentiality under specific circumstances such as where:

- An individual is determined to be at imminent and serious risk of harming themselves
- An individual is determined to be at imminent and serious risk of harming another
- Records are subpoenaed by a court of law, or disclosure is otherwise required by law.

Any member of The **EYEOPENER** community who receives a disclosure or report is expected to treat it with confidentiality. The **EYEOPENER** staff members will be required to sign a confidentiality agreement with respect to receiving disclosures or reports of any of the behaviours covered by this policy.

10. Investigation processes

The investigator is responsible for ensuring a thorough, fair and impartial investigation of allegations in the complaint. The investigator will interview the complainant, the respondent(s), and relevant witnesses suggested by the complainant or respondent(s), as well as gather documents relevant to the matters in the complaint. If the respondent is not a worker, the investigator should make reasonable efforts to interview the respondent.

The respondent(s) must be given the opportunity to respond to the specific allegations raised by the worker. In some circumstances, the complainant should be given a reasonable opportunity to reply.

The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the employer if there are any identified.

The investigator must collect and review any relevant documents.

The investigator must take appropriate notes and statements during interviews with the worker who allegedly experienced workplace harassment, the alleged harasser and any witnesses.

All staff of the organization are required to cooperate with the investigator.

The investigator will complete the investigation within 90 days of receiving the assignment, unless there are extenuating circumstances warranting a longer investigation (ex. more than five witnesses, key witness unavailable due to illness).

At the conclusion of the investigation, the investigator will prepare a written report summarizing the allegations, factual findings, and the investigation conclusions, and will forward the report to the General Manager.

11. Potential outcomes

Based on the findings and conclusions in the investigator's report, the General Manager shall determine the appropriate consequences for the person(s) who have been found to have violated the Policy. Consequences may include, but are not limited to:

- An apology
- Education and training
- Verbal or written reprimand
- Suspension without pay
- Suspension with pay
- Termination of employment
- Termination of volunteer relationship
- Ban the individual from The Eyeopener's property

In determining the appropriate consequences, the General Manager shall take into account the nature of the violation of the Policy, its severity, and whether the individual has previously violated the Policy.

Where a violation of the Policy is found, the General Manager shall also take any steps necessary to repair the effects of the discrimination or harassment on the complainant, and to prevent any further recurrences of harassment or discrimination within the organization.

The General Manager will be responsible for monitoring the outcome of the complaint.

Within 10 days of the investigation being completed, complainant and respondent, if they are a worker of the employer, will be informed in writing of the results of the investigation and any corrective action taken or that will be taken by the employer to address workplace harassment, violence or discrimination.

12. The Informal Process

In the case that the complainant only wants to proceed with an informal process, a third-party mediator with expertise in workplace mediations will follow the procedure as outlined below.

The informal process usually will involve discussions with both the complainant and the respondent in an attempt to mediate a resolution. The mediator will be the main point of contact for both parties in this process. The mediator will also talk to witness(es) to better inform the mediation, if applicable.

The informal process is largely oral and informal. The end result of an informal process will be remedial instead of disciplinary.

The mediator will provide a report to the general manager following the process.

13. Training

All The **EYEOPENER** editorial members, staff and volunteers will be required to sign a form at the beginning of each school year affirming that they have read and understood The **EYEOPENER**'s Human Rights Policy.

14. Review

This Policy will be reviewed on a biannual basis.

If it requires major changes, this should be done in consultation with members of The **EYEOPENER**'s editorial board, staff, volunteers and board of directors.