



## **Briarpatch Magazine Inc.**

### **Form for reporting harassment, discrimination, abuse, and assault**

*Adopted June 15, 2022*

#### How to use this form

This form is for reporting that a person that Briarpatch works with has harassed, discriminated against, abused, or assaulted another person.

You (the person who's making the report) can fill out this form in writing. Or a Briarpatch representative (either a staff member, or the chair of Briarpatch's board of directors) or another support person can verbally walk you through the questions on this form and write down your answers.

Once the form is completed, please send it to the chair of Briarpatch's board of directors, at [chair@briarpatchmagazine.com](mailto:chair@briarpatchmagazine.com). If your complaint involves the board chair, please instead send it to the Briarpatch editor at [editor@briarpatchmagazine.com](mailto:editor@briarpatchmagazine.com).

The form will be tabled at Briarpatch's next board meeting. (Briarpatch holds board meetings once every other month.) The Briarpatch board, as a whole, will then make a decision on whether and how to implement your request. This decision will be made by the following board meeting. The board chair or editor will notify you and the person you have reported within two weeks of the decision being made.

If you've requested an expedited process, we'll call an emergency board meeting in order to make a decision sooner.

#### Confidentiality

The normal process is to first share the report with [the members of Briarpatch's board](#). You may request additional anonymization or confidentiality in question 9 – for example, you may ask for your name to be anonymized before the report is shared with board members, or for the report not to be shared with one particular board member. At minimum, we require that one board executive member is informed of both your name and the name of the person you're reporting. This is typically the board chair, but if the complaint involves the board chair, the editor will share this information with a different member of the board executive.

Then, Briarpatch's board may tell the person/organization you're reporting that there has been a complaint made about them. This normally involves sharing part or all of your report with them. We will notify you before we do this. You may request additional anonymization or confidentiality in question 10 – for example, you may ask that your name and specific identifying details are anonymized before the report is shared with the person you're reporting.



## Resolution and appeal process

Briarpatch reserves the right to review our decision based on new information, including as the result of an appeal process by the person you reported.

If you want to withdraw your report or your request, please communicate with your contact at Briarpatch or with the board chair to let them know. If you want to revise your report or your request, you can fill out the form again.

If, after a decision has been made to end or alter Briarpatch's relationship with the person you've reported, they ask to renew their relationship with Briarpatch, a Briarpatch board member will reach out to you to confirm that the issue has been resolved. (For example, if the Briarpatch board decides to not publish writing by an author until they apologize for harm caused to you, and the author then submits a pitch to Briarpatch, a Briarpatch board member will reach out to you to confirm that they have apologized.)

## What do we mean by “harm”?

Throughout the form, we use “harm” as a catch-all term for harassment, discrimination, abuse, and assault. This is Briarpatch's definition of harassment, adapted from our Collective Bargaining Agreement:

- Racial harassment is any action, whether verbal or physical, that expresses or promotes racial hatred such as racial slurs, written or verbal actions, jokes or unwanted comments or acts.
- Sexual harassment is defined as behavior related to sexuality that may be verbal, physical, deliberate, unsolicited, or unwelcome; it may be one incident or a series of incidents. While the following is not an exhaustive list, sexual harassment may include: verbal abuse such as unwelcome jokes, innuendoes, or taunting about an employee's clothing; sexual activities such as displaying pornographic material, making unwelcome invitations or requests whether indirect or explicit, to engage in behavior of a sexual nature; leering or other gestures associated with sexuality; unnecessary physical contact such as touching, patting, pinching, punching, or physical assault.
- Homophobia is a fear of gay, lesbian, bisexual, and other non-straight sexualities and/or a dislike of certain people based solely on their sexual orientation. Like sexual and racial harassment, it includes jokes, innuendoes, unwelcome remarks, and taunting about a person's body, attire, and mannerisms.
- Transphobia is a fear of or prejudice against transgender people based solely on the fact that they are transgender. Like sexual and racial harassment, it includes jokes, innuendoes, unwelcome remarks, and taunting about a person's body, attire and mannerisms.
- Harassment of people with disabilities is any offensive action, whether verbal or physical, which includes patronizing, jokes, innuendoes, teasing, unwelcome remarks and taunting about a person's disability, body, attire, and mannerisms.



## Briarpatch's role and values

Briarpatch is a small non-profit with only two full-time staff and a volunteer board of directors. As such, our ability to intervene in harm is limited.

We understand that reporting harm is difficult to do. When interacting with you and the person you're reporting, and when making a decision, we will aim to be survivor-centred, safety-driven, and anti-racist. We will aim to reduce harm and counter oppression. We will aim to make the reporting and appeal process accessible, and make our decision-making process transparent. We are open to revisiting our policy as needed, if it is not in line with our goals.

During the process of reporting, making a decision, and enforcing a decision, Briarpatch will not tolerate harassment of its board members or staff by the individuals involved in the report (the person making the report, or the person being reported).

## Questions

Please answer every question.

1. What is your full name?
2. How can we contact you?
3. What is the role of the person you're reporting within Briarpatch?  
(For example: were they a staff member, volunteer, contractor, or board member? During what time period? Are they currently involved with Briarpatch?)
4. What is the harm that has been caused by the person you're reporting?
5. What is the harm that Briarpatch is being asked to try and reduce?
6. What action are you asking Briarpatch to take? How will this action reduce harm?
7. What would a resolution to this situation look like, for you?
8. How quickly do you need a decision to be made and enacted? Are you requesting an expedited process?  
(An expedited process would involve Briarpatch calling an emergency board meeting as soon as possible, instead of discussing this report at the next regularly scheduled board meeting.)
9. The normal process is to first share this report with the members of Briarpatch's board. When we share this report with Briarpatch's board, do we need to anonymize any names or identifying details? If so, please explain which ones, and why. At minimum, we require that one board executive member is informed of your name, and the name of the person you're reporting.



10. Next, the board may inform the person you're reporting that there's been a complaint about them. This normally involves sharing part or all of your report with them. We will notify you before we do this. When we communicate with the person you're reporting, do we need to anonymize any names or identifying details? If so, please explain which ones, and why.
  
11. Will you contact us when a resolution is reached with the person you're reporting? Who will do so?