Process after Learner Experience receives a report of Discrimination, Mistreatment, Harassment or other Unprofessional Behaviours

**STEP 1 Disclosure**

Reporter meets confidentially with the Associate Dean, Learner Experience (AD LE) or designate (If LE is in conflict, the Dean will determine an appropriate designate). This meeting will include:
- Detailed recording of the event
- Discussion of the Reporter’s decision to remain anonymous or not
- LE detailing of next steps
- Referrals for personal counselling and support as needed

*NOTE: Follow up meetings are only possible for non anonymous reports*

**STEP 2 Strategies**

- Confidential mediation meeting between concerned parties.
- AD LE begins formal investigation or referral to Western University, University of Windsor or Medical Affairs as appropriate.
- Professionalism concerns are consulted with appropriate academic leader (i.e., UME, Dentistry, PGME).

**STEP 3 Documentation**

- Report written and provided to agreed upon parties as necessary.
- Report generated and directed to leadership of appropriate areas including the Dean’s Office, Vice and Associate Deans and Clinical Leadership as appropriate.

**STEP 4 Feedback**

**Feedback to the Reporter:** Privacy and confidentiality is of utmost importance in these processes. When possible LE will close the loop and discuss with the reporter the outcome.

**NOTE:** During this process it may be determined that referral to Western University (ex. Equity & Human Rights Services or Student Experience etc.) may be required by University Policy or Law. This referral will be confidential and the reporter will be notified.

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Contact Information

Learner Experience

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