

## Seven Steps to Voicing an Equity Concern at SSMU

McGill is a microcosm of the greater society. As a result, the dynamics, diversity, and ideas of society are reflected within the student body and staff of the university. As such, conflicts will inevitably arise from time to time. It is the responsibility of SSMU to provide adequate and equitable means of addressing and resolving these situations. Here is a simple 7-step guide to voicing an equity concern or complaint to SSMU:

1. Read the Equity Policy. While tension is a natural part of human interaction, it is not necessary that all conflicts be resolved on an administrative level. SSMU Equity's goal is to deal with problems that relate to existing social power dynamics that can result in discrimination. Some prevalent examples of this are ableism, racism, homophobia, sexism, and classism.
2. Assess the situation. Consider how the Equity Policy relates directly to your situation:
  - a) Is the problem one that SSMU has the power to resolve?
  - b) Is the issue an interpersonal or political one that may not require SSMU involvement?
  - c) Is there an imbalance of power involved? This is a central component of inequity.
  - d) Did this event occur within the last calendar year? SSMU Equity may only address complaints in regard to incidents from the current calendar year.
3. If you are at all uncertain or confused about the definition of equity or any part of the equity policy, remain aware that the Equity Commissioner is a specialized SSMU employee whose job it is to explain equity to students in regards to specific situations. The Equity Commissioner's office hours and contact info are available at: [www.ssmu.mcgill.ca/about/ssmu-equity](http://www.ssmu.mcgill.ca/about/ssmu-equity).
4. If after reviewing the above steps, you still feel that your concern relates to SSMU Equity, go to the official Equity Complaint Form at [www.ssmu.mcgill.ca/links/equity-complaint-form](http://www.ssmu.mcgill.ca/links/equity-complaint-form).
5. Fill out the form and press the 'submit' button at the bottom of the page. Expect a confirmation of receipt email within a week's time.
6. Depending on the number of current complaints, response time may vary significantly. Please be patient and know that every complaint is treated with the highest level of seriousness, confidentiality, and commitment. The Equity Officers fully discuss, investigate, and evaluate each complaint individually.
7. If, after the Equity Officers have responded to your complaint, you feel that your concern has not been adequately addressed, please note that the Equity Officers' decision is a recommendation only, and not a binding decision. Any final action will be undertaken by another body, such as the Student Council, and in extreme cases, the police.

SSMU Equity is dedicated to assisting all students through any kind of inequitable conflict. If you feel uncertain that your concern directly relates to the Equity Policy, err on the side of caution and submit your complaint. We emphasize that the Equity Commissioner will be happy to meet with you, entirely confidentially, during office hours to discuss the situation, explain the Policy, and provide resource referrals.

Questions or concerns? Contact [equity.com@ssmu.mcgill.ca](mailto:equity.com@ssmu.mcgill.ca)