

# Resident Member's Handbook

2023-2024

Green College  
THE UNIVERSITY OF BRITISH COLUMBIA

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This handbook contains supplemental information about how to live at Green College and what is expected of you as a Resident Member. This handbook is part of the agreement between you and the University (collectively, both handbook and Residence Contract are the “College’s Policies.”) as referenced in Appendix II of the Residence Contract. To the extent that this Handbook and the Residence Contract disagree, the Residence Contract will take precedence.

### **Land Acknowledgement**

We acknowledge that Green College and the UBC Vancouver campus are situated within the traditional, ancestral and unceded territory of the x<sup>w</sup>məθk<sup>w</sup>əy’ əm (Musqueam)

# I. Guiding Principles

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## As a community, we are all connected through our motto: “Ideas and Friendship”

As a Resident Member (“Greenie”), you have the right to enjoy an academically enriched social life and a socially enriched academic life while you are at the College. That is the promise encoded in our motto, Ideas and Friendship.

With that right comes the responsibility to play an active part in creating and sustaining a respectful community atmosphere – every day and over the longer term – for you and every other Resident Member.

We are here for each other: that is the root meaning of *college*. The College’s grounds, architecture, facilities, endowments, staff, programs and policies exist primarily for the sake of the common daily life of Greenies. The advantages represented by those extraordinary resources can only be realized with your cooperation and consideration of others.

## Our Vision and Mission

We envision a College that exemplifies values of reciprocity, embraces interdisciplinarity and encourages and supports members’ personal and community initiatives. We foster an environment that enables people to become better versions of themselves. We will engage the past, present and future members of Green College to create change in the community and the greater world.

(Understanding Community Project, 2016- 2017)

Green College’s mission is threefold:

- To enhance student learning at UBC by sustaining a uniquely vibrant community of graduate and postdoctoral scholars that is host to cross-disciplinary academic events and programs;
- To promote research excellence by sponsoring collaborative and innovative lecture-series that enable UBC researchers to develop partnerships with colleagues from other institutions and/or with stakeholders from other sectors;
- To contribute to UBC’s community engagement by managing those programs in such a way as to draw members of the non-academic community into the discourse of the university and to provide university researchers with direct access to wider publics.

## UBC’s Statement on Respectful Environment for Students, Faculty, and Staff

The University of British Columbia envisions a climate in which students, faculty and staff are provided with the best possible conditions for learning, researching and working, including an environment that is dedicated to excellence, equity and mutual respect. The University of British Columbia strives to realize this vision by establishing employment and educational practices that respect the dignity of individuals and make it possible for everyone to live, work, and study in a positive and supportive environment, free from harmful behaviours such as bullying and harassment.

## Community Values

The GC community is made up of a mixture of students, scholars and community members from all over the world who contribute to an environment conducive to study, and intellectual and social exchange.

As a community, we are all connected through our motto: “Ideas and Friendship.” Part of having a cohesive community is building a shared set of values; our presence here represents an entry point to articulate our values and expectations of each other. We expect that these values will continue to grow and change as our community does.

### **Be welcoming**

We strive to be a community that welcomes and supports people of all backgrounds and identities. This includes, but is not limited to members of any race, ethnicity, culture, national origin, colour, immigration status, social and economic class, educational level, sex, sexual orientation, gender identity and expression, age, size, family status, political belief, religion, and mental and physical ability.

### **Be considerate**

We are privileged to live and interact within a shared space used by a whole community, which includes guests to the college and staff in the office, kitchen, and grounds. Much of the work that goes into maintaining this space, especially by the staff, goes unseen. It is important that we are aware of this labour and that our actions are conducive to a cooperative and respectful environment. We must support the whole community so that we can all live and work together productively.

### **Be respectful**

We value our differences. Not all of us agree all the time; we recognize that differences can be and are strengths within our community. In order to cultivate a productive and cohesive community, it is important to remember that everyone should feel safe to express their ideas and concerns. People should also feel safe that if they choose not to share, others will not share on their behalf.

### **Be willing and open to unlearn**

Our strength in diversity is lost when we are not open to new perspectives. Moreover, what we have learned may be harmful to equally valid perspectives and lived experiences of marginalized populations.

Practice a willingness to critically evaluate knowledge claims and be open to reconsider new perspectives.

Be comfortable voicing boundaries. Individuals are not obligated nor expected to engage in, and have the right to exit, conversations or activities that they do not wish to engage with further. Acknowledge other people's boundaries and communicate our own to avoid prolonged conflict.

### **Be kind to others**

Do not insult or put down others. Harassment and other exclusionary behaviour is unacceptable. This includes, but is not limited to:

- Violent threats or language directed against another person
- Discriminatory jokes and language
- Posting sexually explicit or violent material
- Posting (or threatening to post) other people's personally identifying information "doxing"
- Personal insults, especially those using racist or sexist terms
- Unwelcome sexual attention
- Repeated harassment of others
- Advocating for, or encouraging, these listed behaviours

### **Be brave**

If you see or hear something that doesn't sit right with you, talk it out in a productive and meaningful way. Remember that we're different; while we need not agree on everything, we respect decisions and perspectives embodied by different people. Different viewpoints enable us to see different opportunities to understand and learn from each other.

### **Be engaged**

Active involvement is an important part of living in this community. Community members commit to being involved through participating, supporting, and initiating various social and academic endeavours.

### **Be community-oriented**

Community is created in our active involvement together, and conflict if left unchecked can foster an unhealthy environment for many near to it. Make use of conflict resolution supports that exist at the College (e.g., the Green Lanterns) to help prevent the escalation of disputes and contextualize the situation for the greater good.

### **Be friendly and patient**

The community values outlined above are at the very centre of Green College culture. Patience may look like engaging in good faith with others with awareness and sensitivity that everyone's capacity is different and changes over time. It may look like inviting other Resident Members to join at the dining table or to other activities.

*These community values were inspired by the Speak Up! project and the Django project.*

*These values are expected to change over time with input from Resident Members.*

## Tips for Harmonious Living

1. Respect other peoples' boundaries: If someone asks you to stop your behaviour, or tells you what you're doing is unwelcome—listen openly, instead of becoming defensive, angry, retaliatory or intimidating.
2. Seek help when necessary: If you don't feel comfortable telling someone their behaviour is unwelcome or offensive, or if you've asked someone to stop a behaviour and they won't, seek help.
3. Speak up if you see bullying: join together to prevent and stop bullying, and support the person being bullied.
4. Spread the positive: Be careful with email, Facebook, text, etc.: Avoid sending email when feeling strong emotions ("in the heat of the moment").
5. Apologize: If necessary, apologize, stop the behaviour, and correct it in the future. Apologizing demonstrates strength of character, not weakness.
6. Forgive: If someone has offended you and they've apologized, give yourself time and space to reflect and forgive.
7. Avoid gossip: If you are uncomfortable with what someone has done, discuss it with them respectfully or seek help, rather than gossiping about them.

## 2. Membership and You

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Green College is home for graduate students, postdoctoral scholars and visiting artists and academics invested in interdisciplinary learning. Participation in community life is encouraged and expected of members of Green College. From free public lectures, cultural events and performances, committee participation, or simply lively discussion around the dinner table, there are ample opportunities to contribute.

### Resident Membership

Resident Membership is a prerequisite to receive a Residence Contract (lease) to live at Green College. Each Resident Member was given a membership term by Green College, which sets limits on the period of time they can live at Green College. Your membership term can be found on your membership admission letter. For each year you are eligible, a Residence Contract for Green College may be offered.

Membership terms vary by degree. They permit a maximum of two years (rounded to the nearest Residence Contract start) for Master's degree students, three years for JD and up to four years for doctoral degree students. The maximum period of residency for Postdoctoral Scholars is two years. Membership applications that are far less than four months will not be considered.

Master's students who advance or transfer into a doctoral program at UBC may extend their membership term to the maximum of four years provided they notify the Membership Coordinator (in writing) at least two months before the end of their original contract. The College will require documentation from your department indicating this change. No graduate student may be a resident of the College for more than four years in total.

Residence Contracts to Resident Members are offered annually for the period from September 1 to August 24. Offers are generally made in May/June, and those that can and do stay for another contract year are permitted stay-through from August 24 to September 1. For details of the process for terminating a contract early, including possible penalties, see the Residence Contract.

### Society Membership

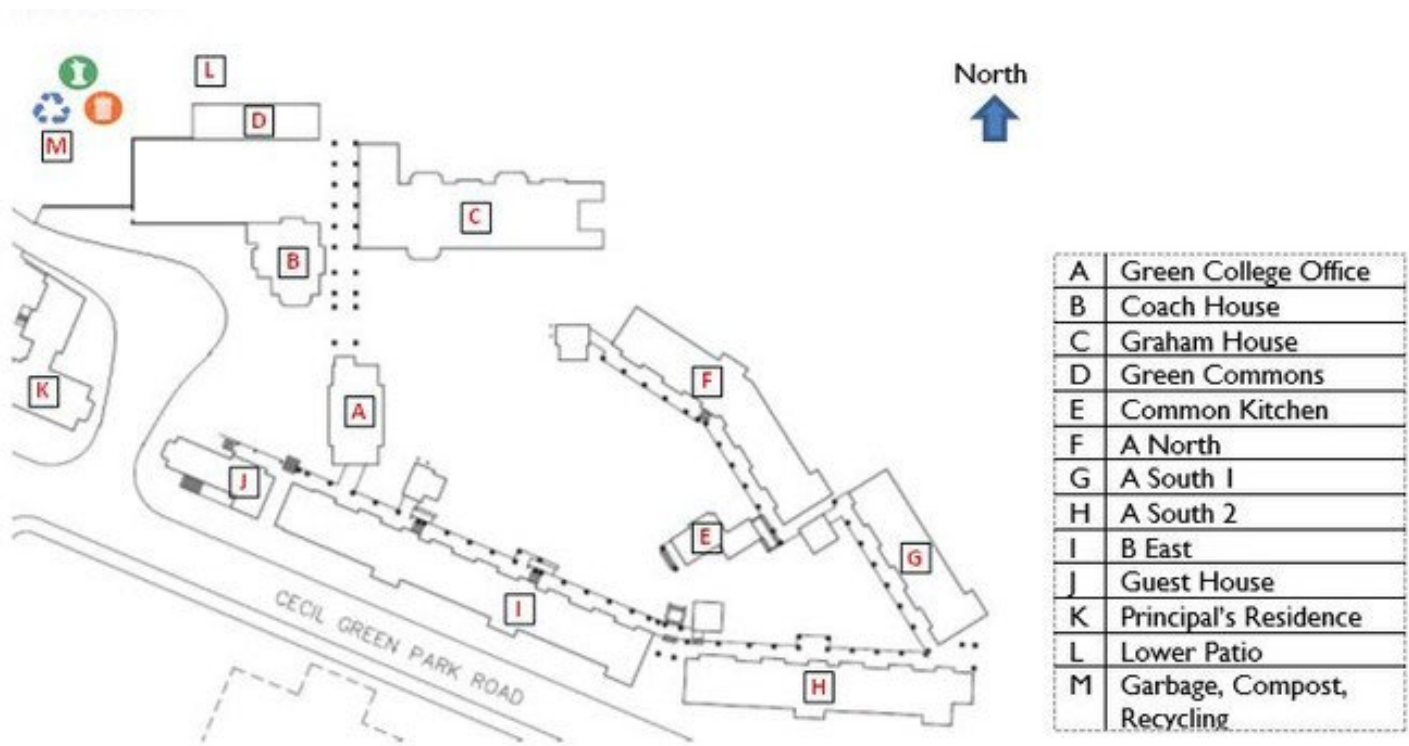
Former Resident Members of the College are known as Society Members. Society Membership has no term limit.

Society Members are welcome and encouraged to return to the College, whether for reunions or for regular social and academic events.

The purpose of the Society is:

- To foster continuing relationships with the College by enabling past residents and others to remain involved in the community, even from a distance
- To provide a network of contacts around the world for all those closely associated with the College, including current Resident Members

### 3. Getting Oriented



#### Your Accommodations

Resident Members are placed in one of three available accommodation types: Single Rooms, Single Room Splits and Studio Rooms. Single Rooms share a washroom with another single room; Single Room Splits share a washroom and the common living space of a two-level suite; and Studio Rooms share nothing and have private washrooms. Studios are reserved for Visiting Faculty, Postdoctoral Scholars and partners. For more information on each room type, visit our website.

#### Keys

You will be issued the following keys: mailbox, suite front door, bedroom door (if you are in a split), and a common “IG-6”. The IG-6 key gives you access to:

- The Common Kitchen / Laundry
- The Office front door and mailroom
- Graham House and Coach House
- Green Commons (TV Room)

Please guard your keys carefully. If a front door key is lost, locks must be changed and you will be charged \$150 for the cost of new keys and locks; the cost of replacing a mailbox, IG-6, or bedroom key is \$25.

#### Parking

There are temporary (15 min) Loading Zone stalls at the College entrance. These stalls are managed and enforced by UBC Parking. Parking is not permitted inside the College gates or in the fire lane without special temporary authorization by the College.

Resident Members can purchase parking passes for nearby long-term lots. More information can be found on the parking website at [www.parking.ubc.ca](http://www.parking.ubc.ca). There are limited spaces reserved for Green College Residents in the Mary Bollert Hall parking lot. Visitors are advised to purchase parking at either the Rose Garden Parkade or the “E” lot at the end of Cecil Green Park Road.

#### Shared Bathrooms

A shared bathroom means a shared use and responsibility to keep it clean. Both roommates will be assessed damages and cleaning expenses should the bathroom be found unacceptably dirty. We encourage you to speak with your roommate to set shared expectations on the use of the space, and to set a cleaning schedule together.

## **Smoking and Vaping**

Smoking and vaping are not permitted inside any of the residence rooms or communal buildings at any time, nor is it permitted within eight metres of any building door or air intake including windows.

## **Storage**

A single storage room for resident items is located in the basement of Graham House and can be accessed using your IG-6 key. Storage is not guaranteed to every resident nor is it secure from theft or damage. Storage is provided as-is for current residents only at their own risk, and is not for use by residents on leave from the College. Storage is limited to a maximum of two boxes or pieces of luggage per resident. Stored items must be clearly marked with your name and room number. The College may remove and dispose of contents not meeting these rules as it sees fit.

Some units have in-suite storage. Coordinating the use and cleaning of in-suite storage in common areas such as the shelves outside the bathroom (grad single rooms) or under-stairs storage (split-level suites) is the responsibility of both tenants. If fees for damage or cleaning are levied, both tenants will be charged.

## **Suite Assessment (Inspections)**

In the spring, a mid-year inspection of all common areas (bathrooms and other shared spaces) is performed by Student Housing custodial staff. You will be notified in advance when this inspection will happen. Towards the end of your Residence Contract, a courtesy inspection is given (<30 days from your departure date) to help you identify areas that need to be addressed before checking out.

## **Walkways and Fire Exits**

Please keep walkways outside your residence rooms, fire exits and stairwells clear of obstructions in accordance with fire department regulations. This includes bicycles.

## **Shared Spaces**

Green College has many spaces for hospitality for residents, guests and others from the wider UBC community and beyond. These spaces are not for exclusive personal use. Graham House and the Coach House are multi-purpose spaces. They serve as a cozy commons-block for residents to read, rest and relax in. They are also an important hospitality space for hosting visitors and academics, and for business activities vital to both Green College and the GCDS.

## **The Common Kitchen**

The Common Kitchen (CK) is a resident- managed space and is also central to Green College life. It is a place where residents can store, refrigerate, cook and consume food outside of the 10 meals provided by the GCDS. The CK is also a social hub of Green College, providing a relaxed environment for discussion with other residents outside of the space of the Great Hall.

The kitchen contains cooking equipment for communal use as well as some space to store your food. The Common Kitchen Committee coordinates the activities and cleaning of the CK on behalf of all residents. Information about who is chairing the CK committee is posted in the CK and on the Green College website.

## **Cleaning and Maintenance**

### **Laundry**

The laundry room in the Common Kitchen has card-operated washers and dryers, and an ironing board and iron for all residents to use. The washers and dryers are maintained by Coinmatic. Blank laundry cards can be purchased from and loaded in the Graham House Foyer. Laundry cards hold a maximum of \$50.

### **Lights**

Residents are responsible for purchasing light bulbs for their desk lamp, floor lamp and bathroom wall lamp as needed. For a burned- out bathroom ceiling lamp, please submit an online work request for replacement at <https://secure.housing.ubc.ca/>

### **Mops, Brooms and Vacuum Cleaners**

Mops and brooms are available in all units. Common vacuum cleaners are available for loan in the Common Kitchen/Laundry building.

### **Recycling, Composting and Garbage**

All garbage, compost and recycling should be placed in the large bins and dumpsters by the loading dock of the Graham House kitchen. See the area map in this section. Do not leave garbage, compost, and/or recycling outside your door, or it will attract vermin and other animals. Do not leave personal garbage, compost or recycling in the Common Kitchen.

### **Donating Items**

Specially-marked boxes for items you no longer want and want to donate are located in the basement of Graham House, near the eastern fire exit.



## Financial Responsibilities

Green College Staff are happy to answer any questions you may have about fees, and, when appropriate, redirect you to relevant UBC unit. Information about your fees while at the College is in your Residence Contract (rent) and on the Green College website (meal plan). Fees are due on or before the first business day of every month.

*Rent* fees are payable directly to Student Housing and Community Services (SHCS) online through [secure.housing.ubc.ca](https://secure.housing.ubc.ca). Payment may also be made in-person at the SHCS main office located at 2205 Lower Mall, Building 6 (Marine Drive Residence).

*Meal Plan* fees are payable directly to the Green College Dining Society (GCDS). Participation in the meal plan is compulsory for all Resident Members and their partners. For meal plan fees and methods of payment, see the GCDS website [gcdining.ca](https://gcdining.ca).

Late fee payments are subject to late fees. Unpaid fees (rent and/or meals) are a breach of contract and may result in eviction.

## Community Communications

The **Weekly Bulletin** features important news and announcements for those living at the College, including facility shutdowns, security alerts, contract reminders and opportunities in the community. It is important that you read these updates regularly; you have been automatically subscribed to this newsletter.

**The Green List** announces upcoming lectures and other academic events at Green College and hosted by our partners, and is also distributed on a weekly schedule in the regular academic year. You have been automatically subscribed to this newsletter.

**Green-Chat** ([green-chat@lists.ubc.ca](mailto:green-chat@lists.ubc.ca)) is an optional, informal mailing list managed by residents, and is the venue for requests and offers for help, buy and sell, discussion and general conversation. Some residents and Society Members are on this list (but no College staff). To subscribe to green-chat, send an email to [listserv@lists.ubc.ca](mailto:listserv@lists.ubc.ca) with “subscribe green- chat” in the body of the email.

**Bulletin Boards** contain a variety of news and information about events and resources at the College and around UBC. Permission to post must be obtained from the College office.

## 4. Getting Involved

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Much of College life revolves around dinnertime, which is held in the Great Hall of Graham House. Communal dinners are how Resident Members become acquainted with each other and stay connected, and how they get to know other members of the College, visiting scholars, guests from elsewhere at UBC, and members of the public.

### Committees

The College's community is lively and rewarding because it has so many members contributing. There are dozens of ways for members to get involved. Each year, Resident Members help shape the College's present and future directions, often through participation in the committees detailed below.

#### **Standing Committees**

The Standing Committees are the primary decision-making bodies for the College and are advisory to the Principal. The Standing Committees are:

##### **Academic Committee**

The Academic Committee is responsible for the College's interdisciplinary academic programming, including the appointments of the Cecil H. and Ida Green Visiting Professors.

##### **Membership Committee**

The Membership Committee is responsible for evaluating applications for resident membership and for selecting new Resident Members. The committee meets monthly, with the main business of the year falling between March and July. Members of this committee should therefore be available to review files in the spring and summer period, at least by e-mail if temporarily away.

##### **Health and Safety Committee**

The Health and Safety Committee's core duties each year are to update the fire and safety plans of the College, assign floor/fire wardens in each building, conduct the fire drill, and work on additional health and safety improvements as needed.

#### **Resident Committees**

Green College is home to many informal resident groups and committees, some of them relatively stable, others changing with the years and the interests of Resident Members. Committees form based on interest. Current Resident Committees include:

##### **Arts Committee**

The Arts Committee provides a variety of ways for people to experience and appreciate arts at the College, such as talks, musical performances, creative activities and exhibits. The Arts Committee has a history of producing "Coffee House" events to showcase member talent.

##### **Sustainability Committee**

The Sustainability Committee increases environmental awareness among Green College Resident Members and leads initiatives to decrease the environmental impact of residents. This committee also shares and coordinates a community garden with the Green College Dining Society.

##### **Outreach Committee**

The Outreach Committee is dedicated to helping the local and global community by arranging volunteer opportunities, raising awareness of social concerns and initiating fundraising events. The committee also clears and donates items that accumulate in the common Laundry area.

##### **Reading Room Committee**

The Reading Room Committee acquires and catalogues materials for the Reading Room in Graham House and TV Room in Green Commons, and is responsible for keeping the collection in order. Each year, the committee surveys residents to determine which publications to subscribe to.

##### **Social Committee**

The Social Committee organizes social events at the College, such as pub nights and seasonal parties. It also assists with the programming of major annual social events, including the Welcome Dinner, Winter Gala, and Spring Gala. Under this committee, smaller groups have formed such as Collège Vert (promoting French-themed dinners and films, and conversational French).

##### **Movement Committee**

The Movement Committee strives to provide members of the College with a variety of physical opportunities, both recreational and organized, for individuals and teams. In addition to planning sports events at the College, the committee promotes participation in external competitions such as UBC's Legacy Games and the Vancouver Sun Run. It also provides an extensive collection of sporting equipment and games to borrow, including a pair of nets that can be used for soccer and hockey.

##### **Green College Players**

The GC Players are the College's theatrical company, which puts on plays directed and acted by Resident Members, often with the involvement of GC Society Members as well. Usually the Players mount a production in the spring of each year.

### Wellness Committee

The Wellness Committee is dedicated to promoting the health and well-being of Resident Members through events and activities of various kinds.

### Pride Collective

The Pride Collective is a safe space and supportive community for LGBTQ+ Resident Members. The Collective also organizes queer-themed academic and social events that are open to all Greenies.

### Intercollegiate Affairs Committee (ICA)

This committee was struck to encourage intercollegiate activities with St. John's College, the other graduate residential college at UBC. This committee is tasked with organizing the annual events around the Wreck-Tower Cup.

### Common Kitchen Committee

Members of this committee help ensure that the Common Kitchen is maintained as a safe, hygienic and convivial space. Their role includes reporting any equipment deficiencies to the GC Office and/or putting in the necessary work orders to SHCS, ordering cleaning supplies and managing the cleaning roster, ensuring that a deep clean of the CK takes place regularly, and carrying out an annual inventory of kitchen resources. The committee welcomes suggestions for improvements to the operating of the CK.

### Welcome Committee

The Welcome Committee is a task force that works with Resident Members and the GC Office to coordinate the Welcome and Orientation activities that take place every September as a new cohort arrives and the College community reforms for another academic year.

### Green Lantern Selection Committee

Each summer, members volunteer to participate in the search and selection of next year's Green Lanterns. Green Lanterns are the College's independent peer listeners and leaders who lend support to Resident Members in need. The committee is formed in spring/early summer, with the call for nominations, interviewing and selection all determined by July. The committee provides an excellent opportunity for Resident Members to experience a candidate selection and interview process.

### Residents' Council

The Residents' Council is a coordinating committee. Its role is to assist with communications between the various group- activities of residents and between resident groups and the Green College Office, with respect to any and all matters of concern to residents and the Principal. Council consists of *ex officio* roles from other committees: the Chair of the Social Committee, the President of the Green College Dining Society and one Resident Member from each of the College Standing and Resident Committees chosen by each of those committees. If there is no Postdoctoral Fellow among these appointees, one will be added through selection by the College's community of Postdoctoral Fellows. The Council may also co-opt additional members-at-large, as it sees fit. The Council appoints its own Chair or Co- Chairs.

### Social Events - Galas

The College hosts several banquets each academic year (September through April), each with a different focus. The Welcome and Founders' Dinners celebrate the relationship between new and former members and supporters of Green College. The Founders' Dinner, held usually in Term 2, is the College's most formal event. The Winter and Spring Galas celebrate the relationships among residents and are end-of- term social events.

Please note that the College often hires a professional photographer to capture moments from the Galas. By attending these events, there is implied consent to the use of these photos. These photos capture the moment and spirit of the event, and may be used for promotional materials by the College.

### Other opportunities

Beyond participation on committees, openings for other positions are emailed to Resident Members when they occur. The College has the following key service roles for Resident Members:

Lockout Attendants	Event Assistants	Woodcutter	Firestarters	Fire Wardens
A paid position tasked with helping Resident Members who have locked themselves out of their rooms.	A paid position tasked with assisting with the logistics for the College's many events and lectures.	A voluntary position responsible for chopping and stocking the wood used in the College's fireplaces.	Voluntary positions that are authorized and trained to light fireplaces.	Volunteer and/or conscripted positions responsible for ushering residents to the emergency meeting area in an emergency.

## Participating in College Public Programs

The College's academic, cultural and artistic programs are meant to provide a congenial setting in which individuals with different kinds of disciplinary and professional expertise can meet and think together.

Our lectures and events are almost all held Monday through Thursday between 5 and 9 pm, after work and classes for most members of the UBC community. There is almost always something interesting going on each week during the regular academic year! You can stay informed of all upcoming events and residencies through the College's "Green List" newsletter, on bulletin boards, and on our website.

Lectures, concerts and other presentations at the College are sometimes part of thematic series, sometimes one-off events. When we host academic, artistic or community visitors for these events, we try to arrange for them to stay in the College Guest House and, whenever possible, have them come for dinner in the Great Hall. A special College tradition is the fireside chat after dinner in the Piano Lounge, which is an opportunity for Resident Members to engage informally with visitors, irrespective of whether they were able to attend the earlier public talk or presentation. These chats, like other after-dinner events, typically begin at 8 pm and are announced to the community beforehand and again at dinner on the night.

There is also a series devoted to presentations by Resident Members, convened by Resident Members and directed primarily at an audience of fellow Resident Members. Events in this Resident Members' Series (or "Members' Series" for short) take place between 8 and 9 pm on Mondays in the Coach House. They are a chance for you to share your academic and other interests with the people you live with, for you to learn what they are thinking about, and for everyone to enjoy the benefits of the kind of discussion that is possible in a place like this at such times.

Additionally, the College's programs for Visitors in Residence bring scholars, artists, activists and others to live here for short or more extended stays. One of the attractions of the College for such visitors, who often have outstanding reputations in their fields, is the prospect of day-to-day contact and conversations with UBC graduate students and postdocs. In other words, they are at the College because people like you are.

As a member of Green College, you can help determine what happens here. If you have ideas for visitors or events not covered by the College's existing programs, talk to the Principal in the first instance, who is always glad to receive suggestions of this kind from Resident Members (and others).

## 5. Facilities and Services

### Maintenance and Repairs

Non-Urgent	Urgent Weekday daytime	Urgent Evenings, weekends, and holidays
Submit an online maintenance request to Student Housing at <a href="https://secure.housing.ubc.ca/">https://secure.housing.ubc.ca/</a>	Call 604-822-8660 or go to the Green College office and speak to a staff member	<b>Up until 11pm:</b> Call the SHCS Exchange Residence Front Desk at 604-822-1181.  <b>Between 11pm – 7am.</b> Call the SHCS Mobile Unit at 604-861-2123.  Identify yourself as a Green College resident and describe the issue, and they will coordinate with the on-duty staff member.

Please note these instructions are only for facility and maintenance issues. For fire, police, and medical emergencies please see the Emergencies section of this handbook.

### Lockout Assistance

If you accidentally lock yourself out of your room during office hours, the office can lend you a key. If you lock yourself out after office hours, please contact one of the resident Lockout Assistants. Names and contact information are posted on the office front door.

### Mail and Packages

Mail is distributed Monday to Friday, usually by noon each day. Small packages are placed directly in resident mailboxes. Larger packages are held in the Office, and an email notification will be sent to you. Please come promptly to the office during office hours to collect your package once you have been emailed. Note: If you are tracking your package online, it may show as delivered prior to its receipt at the College, as many packages at UBC are first received in a central mailroom before re-routing on the next business day.

If you cannot pick up your packages during office hours, with written consent you can delegate others to get packages on your behalf. To do so, send an email to [gc.hospitality@ubc.ca](mailto:gc.hospitality@ubc.ca) and provide the name of the person and for how long they have this consent.

Please note that the Office cannot accept “Cash on Delivery” items (usually Customs and Duties charged on the package).

### Personal Support

If you are experiencing a personal, academic, financial or other concern, we encourage you to speak to a staff member. The College may have support options for you. Conversations and comments will be kept confidential unless there is direct threat to your safety or the safety of your fellow residents, in which case only professional help will be informed and enlisted for aid.

### Green Lanterns

Unique to our community, Green Lanterns are trained Resident Members living among you to help support you at a peer-level. They are your super peer-helpers, and are not Residence Advisors. Most residents have supports with friends, families, etc., and those are usually the primary supports. However, they're not always available or may even be part of what's troubling you. Green Lanterns are there to help, to listen, and where possible refer you to the resources that can help you.

### Absence from the College for Academic Reasons – “Rent Relief”

Residents who need to spend time away from the College for academic or professional purposes (e.g., fieldwork, visiting archives, internship, exchange program, attendance at an institute, etc.) may apply to the Principal to be part of this program. The program covers the rent (not meal plan) for 1-2 months while away. Funding available for rent-relief is limited and there is a lifetime limit to the number of months members can be granted this support. No Resident can receive both rent-relief and be approved for a sublet. An announcement is made each term about this program to the community, with applications for award occurring in the subsequent term.

### General Security Tips

Always lock your doors and windows whenever you leave your unit, or when you are sleeping.

- Cover or put-away any valuables from view and close your window blinds when you leave your unit.
- Do not let people you do not know follow you into Graham House. If they have permission to be there they have their own key or a host.
- Never prop open a building door even if you are stepping outside for just a moment.
- Part of living in a residence community is looking out for each other. So, promptly report any suspicious incident to:

- Campus Security at 604-822-2222,
- the RCMP at 604-224-1322 (non-emergency number)
- and then report it to the Green College Front Desk at 604-822-8660

## **Sexual Violence Prevention and Response Office (SVPRO)**

SVPRO is a confidential place for those who have experienced, or been impacted by, any form of sexual or gender-based violence, harassment, or harm, regardless of where or when it took place. Coming to SVPRO is not the same as making a report to the police or campus investigations office. They can provide information and support for those considering, or currently navigating, reporting to the police or to UBC.

Phone: 604-822-1588

Email: [svpro.vancouver@ubc.ca](mailto:svpro.vancouver@ubc.ca)

## **About the Neighbourhood**

Next door is Cecil Green Park House (CGPH), a rentable venue that is frequently used for large weddings and commercial filming. Less often, the Museum of Anthropology (MOA) uses its outdoor spaces for paid events. These units have their own protocols and measures to keep their patrons on their property and minimize disturbance to the rest of the neighbourhood. (Koerner's Pub on Marine Drive is also known for playing loud music on its patio late into the night, but its patrons are unlikely to stray as far as the College.)

Of whatever type they may be, these activities usually involve a lot of people who may not be aware of property boundaries. This is especially true for weddings at CGPH, which are managed on behalf of Alumni UBC according to protocols that the College can only minimally influence. Arriving guests may get lost and/or not follow directions and park illegally. Partying guests may wander over to our fields and lower patio. Departing guests can be disorderly. Music, traffic noise and loud voices from wedding parties or other private social events are often audible around the College.

Movies and TV series are also frequently filmed at CGPH, bringing a steady volume of production traffic throughout the academic year and especially in Term 2, but filming on Green College premises is rare. All filming at UBC must be approved by both Campus and Community Planning and the UBC unit being used. When filming is approved here, an official notice is emailed to residents separately and/or an announcement is made via the Weekly Bulletin, specifying dates, times and any notable restrictions. Windfall revenue from filming helps fund projects or programs at the College that might not otherwise be possible.

If you have concerns about neighbourhood activities such as disorderly guests, rogue parking, excessive noise, or patrons and film crews encroaching on the College's private spaces, please call Campus Security at 604- 822-2222. Or if the activity is occurring during office hours, please see one of our staff in the College Office.

## 6. Emergencies

### Emergency Call Protocol

If a crime or stranger intrusion is in progress, call 911 immediately (break-ins, assault, etc.) or if someone requires first aid or an ambulance.

Call Campus Security about suspicious persons that have not committed an offense (604-822-2222).

Then call or visit the Green College Office after calling 911 and/or Campus Security, to inform staff. If such an event occurs outside regular office hours, leave a message (604- 822-8660).

The College's Office staff are people you can tell, should you notice something that needs attention (e.g., a damaged door, lock or other safety concern), or should you need non- emergency assistance.

<b>Fire, Police, Ambulance</b>	<b>9-1-1</b>
<b>Poison Control Centre</b>	<b>604-682-5050</b>
<b>Campus Security</b> (For Emergencies, call 9-1-1)	<b>604-822-2222</b>

### When should I call 911?

- An event that involves an immediate threat to a person or property (e.g. bomb threat, attack, gunshot, fire, car accident)
- Medical emergency (e.g. fall, head trauma, severe burn, uncontrollable bleeding, persistent or sudden chest pain, breathing emergency, severely altered level of consciousness)
- A serious crime that is in progress or that has just occurred (e.g. robbery, fight, break and enter [if there is a suspect on scene] or a report of an impaired driver)

Maintenance issues are not emergencies (see Maintenance and Repairs).

### What information is required when I dial 911?

- Describe the Emergency
- Location
- Building Name, Address & Room # - 6201 Cecil Green Park Road
- Phone Number
- Do NOT hang up as additional information may be needed

### Non-Emergency Resources

RESOURCE	NON-EMERGENCY NUMBER
AMS Safewalk	604-822-5355
AMS Sexual Assault Support Centre (SASC)	604-827-5180
Campus Security	604-822-2222
Centre for Accessibility	604-822-5844
Chaplains	604-822-0109
Counselling Services (Students)	604-822-3811
Equity & Inclusion Office	604-822-6353
Healthlink BC (health questions)	811
Office of the Ombudsperson for Students	604-822-6149
RCMP – University Detachment non-emergency	604-224-1322
Student Health Services	604-822-7011
Student Housing Exchange Residence (after-hours urgent maintenance and repair)	604-822-1181
UBC Sexual Violence Prevention & Response Office (SVPRO)	604-822-1588

## 7. Rules

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### Common Kitchen Rules

The smooth use and operation of the Common Kitchen (CK) relies on collaboration from all residents to clean-up after themselves and do their fair-share of assigned cleaning duties. Even with the efforts of many to keep the space safe and hygienic, maintaining safety and good housekeeping is your personal responsibility. Cooking and cleaning in a crowded space can occasionally be frustrating and difficult. Work together with a spirit of forgiveness.

Full rules for the CK are found separately in a Common Kitchen Handbook found on the college website. Some rules include:

- Resident Members must opt-in to use (“CK user”) the space to the Common Kitchen Committee
- CK users are responsible for CK cleaning and upkeep.
- CK users are required to clean up any mess made while using the kitchen (wash dishes, help put away dry dishes)
- CK users must participate in a rotating cleaning roster to maintain the CK space.
- The cleaning roster is managed by the Common Kitchen Committee, and posted monthly
- on the bulletin board in the CK and emailed to residents at the start of each roster cycle.
- Any food stored in the CK must be labelled with your name and date it was stored.
- Resident Members, including CK users, are not permitted to remove appliances from the CK
- Green College Dining Society dishes and cutlery are not permitted in the CK; any found should be returned to the Servery.

Please note that residents who use the CK do so at their own personal risk. As in all kitchens, there is the risk of injury from things like sharp knives, hot or unclean surfaces and slippery floors.

### Room Switches and Transfers

Room switches are when two residents agree to switch rooms with each other and where the switch involves the same room type (i.e. grad single or split to grad single or split, studio to studio.). Room transfers are when one resident wants to change to a different room or there is no-one to switch with. Applications to room transfers must be made online via the Student Housing and Community Services Online Student Service Centre, and require a \$50 fee. Transfers may not be possible for a number of reasons and paying the fee does not guarantee a switch or transfer.

### Sublets

Sublets are prohibited, unless specially approved by the Principal. Unauthorized occupation of your suite by anyone other than the person(s) named on the tenancy agreement is a breach of contract. That includes having friends or other Resident Members occupying your suite for a period of time while you are away. Please see the “guests” section in this handbook, clause 24 (“Assignment and unauthorized occupancy”) and Appendix III of the Residence Contract for more information.

### Guest Rules

The College is your home while you are a Resident Member, and we understand that you will want to share it with people you know. From time to time, you may even encounter a Society Member returning to the College for a visit. Our guiding principle is that people who visit the College should be put at ease and not made to feel like strangers. In practice, that means they will need some guidance on how things work around here.

continues

#### **Guest Notification**

For all overnight guests, Resident Members are required to submit a Guest Notification form from our website. For stays greater than 7 nights, permission is required and the form will be routed for approval.

#### **Hosting Responsibility**

The resident is responsible for their guests’ conduct, and they must therefore be on the premises during the visit. For overnight visits, it is not possible to “loan” your room to a guest while you are away; that is effectively an unapproved sublet and a breach of the Residence Contract. If in doubt, please check with the Green College Office.

#### **Length of Stay**

As per your Residence Contract, you are permitted to have a (single) guest stay with you in your room at the College for up to seven days in a calendar month. Longer periods for guests may be permitted, but only with the Office’s prior written permission. Alternative accommodation arrangements may also be possible, such as renting one of the College’s Guest House rooms or an unoccupied resident room. Please discuss your needs with the Green College Office.

Note that having a guest puts extra pressure on your relationship with your roommate (if you share a bathroom), and may incrementally impact the lives of others at the College. It is always good practice to discuss a prospective guest with your roommate to make sure they are okay with the arrangement, and to make suitable plans regarding cleaning and use of shared spaces.



## **Guest Meals**

Guests staying overnight at Green College are expected to participate in the community over dinner in the Great Hall. Guests of residents must make reservations with the Dining Society in order to dine in the Great Hall.

## **Common space rules**

Resident Members are welcome to use Graham House and the Coach House any time these spaces are not booked. Signs will indicate when spaces are reserved for bookings. Members may also consult the weekly schedule posted in the Graham House foyer.

- Do not remove tables and chairs. If you re-arrange furniture for any reason, please return the furniture to its original position. Please lift (never drag!) furniture to move it.
- Only Resident Committee chairs may book exclusive use of spaces and audio-visual equipment at the College (e.g. for a committee or community activity).
- Booking requests are made by submitting an event request form on the Green College website for approval.
- Do not prop open exterior doors.
- Do not leave personal or shared belongings in these spaces, such as bags, laptops, kettles, etc.
- The last person leaving a room must ensure that all windows are properly closed and the lights turned off.

## **The Piano and the Billiard Table**

The Piano Lounge houses a Yamaha grand piano. The piano is tuned approximately four times a year, roughly coinciding with each of the Colleges' Gala dinners. The Billiard Room houses a billiard table.

### **Piano and Billiard Table Rules:**

- Respect those around you and refrain from playing if events are going on in the adjacent rooms (and first check the event listings in the Graham House foyer).
- Use your time playing responsibly and equitably; allow others to use the piano and billiard table and limit your play time in a way that ensures others can enjoy them and the adjacent spaces.
- Keep the nearby windows closed so that cold/wet drafts do not damage the equipment.
- Refrain from eating or drinking near the piano, and be mindful of your hand cleanliness when playing (and be gentle). Clean the keys with a soft cloth when finished playing the piano.
- Return all equipment and re-cover the piano and billiard table when you are finished playing.

## **Fireplaces in Common Spaces**

The Coach House, Piano Lounge and Great Hall have wood-burning fireplaces. Resident Member volunteers are approved by the Green College Office for fire-lighting and woodcutting duties.

To have the fireplace lit in the Piano Lounge on a cold day, two main criteria must be met:

- 1) Benefit. The use of the fireplace is generally restricted to organized events and activities where several members and/or guests would benefit from it.
- 2) Responsibility. Someone must be present at all times and be clearly responsible for tending to and extinguishing the fire.

### **Fireplace Rules:**

- Both criteria (benefit, responsibility) must be met before lighting a fire will be considered.
- The fireplace may only be lit by Green College staff member or an approved resident "Firestarter."
- During office hours, only Green College staff may authorize a fire.
- Outside those hours, a Firestarter may authorize and light a fire.

Please see the notice board by the Servery entrance for a current list of Firestarters. If there is no notice listed, or to enquire about becoming an approved Firestarter, contact the Green College Office.

## **Recreational Room and Reading Room**

In addition to a private office for College academic guests, the small Green Commons building contains a recreational room for all Resident Members. The recreational room contains a TV, board games and couches, and is suitable for small gatherings outside your assigned accommodations.

Located in Graham House, the Reading Room is reserved exclusively for Resident Members, Society Members and College staff. Books are loaned out on the honour system, so please return them when you are finished. The newspapers and magazines in the Reading Room should remain there so that everyone will have access to them. The Reading Room Committee looks after the maintenance and organization of the library.

## Galas, Parties and Events

Green College is your home, but it's also home to 99 other people, all with different schedules, sensitivities and deadlines. Out of respect to your peers, College guests and the College as a whole, all parties and social events over the threshold of a small informal social gathering must apply for approval.

Small informal social gatherings generally include a few friends and are a spur-of-the-moment kind of thing. Such gatherings are equivalent to what one might do in their home or apartment, having a few friends over to watch a movie or play board games and require little to no extra coordination. Any two of the following three components would exceed a small gathering threshold: (a) there are seven or more people present, (b) alcohol is being consumed, and (c) there is enough noise to attract attention or distract others.

Larger events are generally where there is a broader invitation to all Resident Members and these have the potential to have an impact on the entire College, including not only your fellow Resident Members, but also visiting scholars and other visitors of the College. It is for this reason that Green College has developed a series of rules for the organization and running of such larger social events.

### Party and social event rules:

- Requests must be endorsed by and coordinated through a Resident Committee via the committee activity request process in MS Teams
- Events must ensure there is compliance with the law, fire department regulations, safety regulations and the Green College Residence Contract.
- Event organizers and their endorsing committee chairs will be held liable for any non-compliance or violations. Green College staff may terminate the event at any time.
- Event organizers and their endorsing committee chairs are responsible for the actions of those who come to the event.
- Parties, a style of event, must be coordinated through the Social Committee and prepare an event plan. An event plan includes:
  - A firm start and end time, concluding before quiet hours Location(s)
  - Number of people expected (e.g. impact)
  - Noise expectations and mitigating controls

### For events with alcohol:

- Sobriety expectations and mitigating controls to prevent overconsumption
- Inclusive options for those who choose not to consume alcohol
- Plan for ensuring alcohol is consumed appropriately in unlicensed (non GCDS) private areas. Members must not consume alcohol personally supplied in any licensed spaces.
- Under the terms of the liquor licence, the Green College Dining Society is solely responsible for the purchase, sale and serving of alcohol in licensed areas. Green Commons, Coach House, Lower Patio, Common Kitchen and residence rooms are not under license.
- A clean-up schedule and assigned volunteers for the task
- A single point of contact with contact information for the event organizer, should there be any concerns before or during the event
- A communication broadcast to invite and alert Resident Members of the upcoming party so that they can attend or make alternate arrangements (e.g. for study, etc.).

Parties must not:

- Have an intoxicated event organizer
- Use alcohol as the inducement to attend the event
- Offer an "open invitation" for anyone (e.g. outside the College) to attend

## Quiet Hours

The understood 'quiet hours' at the College are between 10pm and 8am. We ask that you respect your fellow residents and keep noise to a minimum during this time period, and comply with requests by members to reduce noise if they occur. Remember that many residents may be studying late and/or must be awake early for work in their labs or classrooms.

## 8. Residence Standards

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Green College strives to provide an academically rich living and learning environment where our differences and diversity are celebrated. UBC and by extension Green College consist of a diverse community of students, staff, and faculty from different academic disciplines, cultures, backgrounds, sexual orientations and social expectations (and more). These differences are our strength but can also be a source of conflict. Close-quarters and shared environments, miscommunications and assumptions can lead to conflict.

Rules that define our code of conduct are referred to as Residence Standards, where rules are collectively the “College’s policies” as found in the Residence Contract and the Resident Members’ Handbook. Administration of these Residence Standards is a process where rights and responsibilities of residents are upheld. Upholding those rights ensures an opportunity for residents to:

- Know their rights and responsibilities as a resident
- Recognize and repair harm done to others or the community
- Be alert of consequences to their actions
- Maintain and promote a supportive and learning environment
- Protect the community at large

### Residence Standards — Guiding Principles

- Every person can expect consideration and respect for their feelings and needs and in return has the responsibility to show respect for others.
- Every person can expect to live in an environment where possessions and space are shown respect.

### Resident Expectations

- You are expected to use reasonable foresight and choose actions that do not place the safety or wellbeing of yourself or others at risk
- Actions that contribute to or facilitate the violation of any of the College’s policies is also considered a violation
- The University will not accept ignorance, anger, alcohol, or substance use as an excuse, reason, or rationale for a violation.
- If you choose to be a part of a group of residents who are violating Residence Standards and regulations, you may collectively and individually be held responsible for the violation

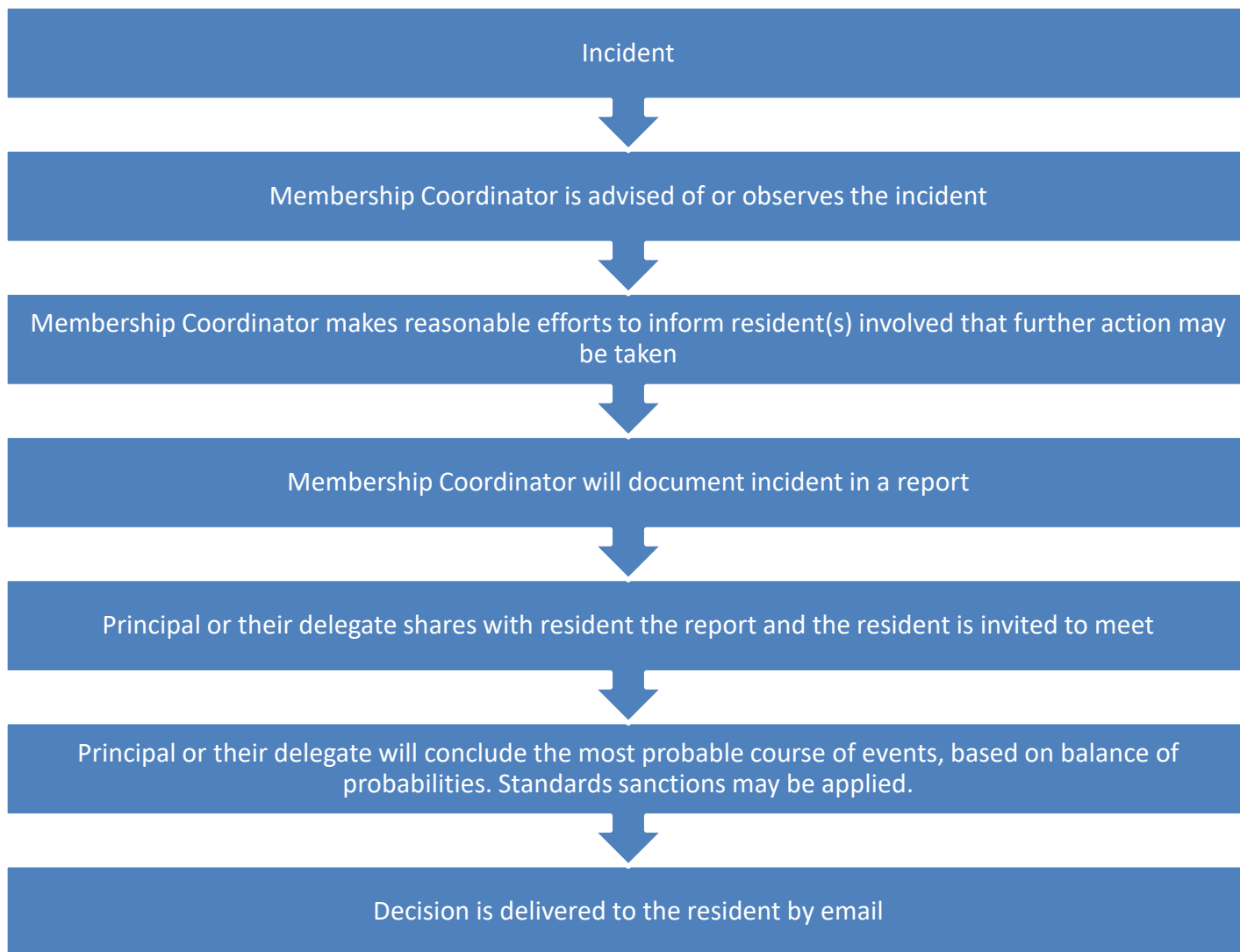
### The Standards Process

Residents who violate the College’s policies can expect to be held accountable for their actions. The Standards Process is grounded to be fair to both the resident being investigated and to the college community. A Standards Process makes decisions based on the “balance of probabilities” and adheres to principles of natural justice for fairness. That is, decisions are made based on the most probable scenario, taking into account a collection of perspectives and facts found in an investigation.

The Standards Process is one path to resolution and accountability. Appendix II of the Residence Contract details a process for conflict resolution. Sexual Misconduct is governed by UBC Policy SCI7 and is detailed separately in the next section.

The Standards Process begins when an alleged violation comes to the attention of Green College staff. Below is a list of steps that would typically be followed:

1. The Membership Coordinator (MC) will gather information from residents and record specifics such as date, time, location, witnesses, and a description of what occurred.
2. The MC will take reasonable steps to inform the residents involved that further action may be taken, but is not able to speculate about likely outcomes. Any Residence Standards decision is the responsibility of the Principal or their delegate.
3. The Membership Coordinator contacts the Principal and Assistant Principal, Operations (APO), to raise the situation and if necessary the MC will document the incident in a report.
4. The APO will confer with the Principal about next steps and considerations.
5. The Assistant Principal, Operations (APO) will contact each resident potentially involved in the situation to share the report with them. The APO will invite those residents to meet with the APO. This meeting is the opportunity for an honest understanding of the facts and surrounding circumstance, and is the best guarantee of a fair outcome. Dishonesty, collusion or deliberate attempts to cover up the facts may result in standards sanctions or additional standards sanctions.
6. If the resident does not meet with the APO, a decision will be made without the benefit of their input.
7. During the meeting with the APO, each resident potentially involved affirms the report to acknowledge they have read and understood its content. The resident can choose to indicate if they agree or not agree with the report details
8. If the resident accepts responsibility for the offense, a standards sanction may be assigned by the Principal or their delegate
9. If the resident denies responsibility or the facts are disputed and not reasonably clear, the Principal or their delegate will direct further investigation. They will conclude the most probable course of events, based on balance of probabilities. Then, they will make a decision regarding the appropriate standards sanction if one is necessary.
10. The Principal or their delegate will communicate the decision by email. They will offer to discuss their decision with the resident if so desired by the resident.
11. A resident whose actions are found to be in violation of Residence Standards and is assigned a standards sanction by the Principal or their delegate may appeal the decision. The criteria and process for appeal are outlined later in this section.



In all Standards Process incidents, the resident is invited to meet with the Principal or their delegate. If a resident chooses not to meet, a decision will be made without the benefit of their input.

Residents may appeal a standards sanction, if they believe there is cause. More information at <http://vancouver.housing.ubc.ca/residence-life/residence-standards/>

### Standards Sanctions

Green College uses a point system that serves as a warning to indicate how close a resident may be before losing the privilege of living at Green College. Points are cumulative, and assigned based on the seriousness and potential impact of the incidents. Minor incidents may accrue one point, moderate incidents may accrue several, while major incidents may result in immediate eviction. The accrual of 4 or more standards points may (and typically will) result in termination of the Residence Contract, levy of contract cancellation fees, eviction, and revocation of visiting privileges.

Standards points remain for 365 days, starting from the day the incident occurred.

In addition to the assignment of standards points, other discretionary conditions or learning opportunities may also be required and form part of the standards decision. Some examples include:

- ❖ Learning opportunities – participating in an awareness program or workshop, presenting information at an event in the residence, writing an article, etc.
- ❖ Behaviour contract – require certain conditions be met, such as no contact with a person, participate in counselling, restrict privileges such as guest access, etc.;
- ❖ Mandatory room reassignment – the University reserves the right to relocate residents to another room, building, or residence area as a response to their violation of Residence Standards. Residents are responsible for any additional fees that may arise as a result of the room assignment change and are responsible for transporting all of their belongings to the new room assignment;
- ❖ Membership privilege loss – revoking or altering a membership term and making unavailable a future Residence Contract offer.

## Appeal Process

Residents may appeal the assignment of standards points and/or related sanctions. Submitting an appeal will not halt or delay the sanction or Residence Contract termination date (if applicable).

The requirements for filing an appeal are:

1. The appeal must be filed within 72 hours of receiving the decision
2. Appeal must be submitted in writing to the Appeal Officer
3. Disagreement with the decision is not basis for appeal. Appeal must meet at least one of the following criteria:
  - a. The appellant can provide a compelling reason why evidence crucial to the case was not available to be introduced during the original investigation
  - b. Some aspect of the administration of the investigation prevented the appellant from presenting a fair and complete case
  - c. The appellant can demonstrate that some evidence was not given adequate consideration

The Appeal Officer will consider all the relevant documentation, and before rendering a final decision may arrange to meet with the student appealing, the Principal, and other parties involved. Upon review, the Appeal Officer may modify, change, cancel, or uphold the decision regarding any and all persons involved in the incident. The decision of the Appeal Officer is final.

Our Appeal Officer is:

Susan Porter, Dean and Vice-Provost, Graduate + Postdoctoral Studies (or designate)  
susan.porter@ubc.ca

In addition to being investigated and acted upon by the Principal or their delegate, incidents may be:

- Referred to UBC's Equity and Inclusion Office
- Investigated under UBC's discipline procedures
- Investigated under any other applicable University policy
- Referred to the police or other law enforcement agency

# 9. Responding to Sexualized Violence

## Sexual Misconduct

The Sexual Misconduct Policy (SC17) is a comprehensive policy covering key definitions around disclosure, reporting, and processes around disclosure and reporting. In cases where current or recent Resident Members of Green College disclose to College staff an incident of sexual misconduct, they can expect the College to respond with empathy and support, and to be guided by Policy SC17 in ensuring that they have the full benefit of the resources in place at UBC.

All persons disclosing have the right to access the UBC Sexualized Violence and Prevention Response Office (SVPRO) for support and the right to access the Investigations Office (IO) for reporting and investigations. Investigations will not be conducted by Green College per section 31A of the Residence Contract. Please see section 31A for further information on when and how a disclosure might be referred to the IO by Green College.

In this context:

**Disclose** or **disclosure** means the sharing of information with UBC regarding any incident of sexual misconduct

**Report** or **reporting** means providing a statement of allegations to the Director of Investigations about an incident of sexual misconduct

## Responding to Sexualized Violence Decision Tree

# Responding to Sexualized Violence

### DISCLOSURES AND REPORTING

#### TELL SOMEONE (DISCLOSURE)

*Referral* ↓

**SVPRO**

- President (students)
- Supervisor or Unit Head (staff or faculty)

*Determined by* ↑

Disciplinary Action

Medical Accompaniment

*Within 7 days*

← Meet with a Confidential Support Specialist

Forensic Evidence Collection

- Emotional Support
- Safety Planning
- Exploring Options
- Campus Coordination

*Interested in reporting?*

#### Reporting Options

Accompaniment from SVPRO available

RCMP (Criminal)

UBC Investigations Office

Alternative Resolution

Investigation

- Academic Advising
- Housing
- Counseling
- Human Resources
- Campus Security

*Report finding* →

If Yes

#### Sexual Violence Prevention and Response Office (SVPRO)

Room 4071, 6363 Agronomy Road  
Vancouver, BC Canada V6T 1T2  
Tel 604 822 1588  
Website [svpro.ubc.ca](http://svpro.ubc.ca)  
Email [svpro.vancouver@ubc.ca](mailto:svpro.vancouver@ubc.ca)

#### UBC Investigations Office (IO)

#7 - 5958 Webber Lane (Second Floor)  
Vancouver, B.C. Canada V6S 0J9  
Tel 604 827 2060  
Website [io.ubc.ca](http://io.ubc.ca)  
Email [investigations.office@ubc.ca](mailto:investigations.office@ubc.ca)

# Appendix I: The Green College Dining Society

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The Green College Dining Society (GCDS) is a non-profit member-funded society. It is legally independent from Green College / UBC. Despite the organizational differences, the GCDS is an inseparable and integral part of the experience at Green College.

Dining together is a central focus of the Green College community and all resident members are expected to participate in the dinner in the Dining Hall.

## Organization

The GCDS constitution states its purpose is “to oversee a food plan for the provision of meals to members of Green College.” It is also way more than that. The GCDS creates the environment for one of the best parts of living in the community – by creating community through the dining together with fellow members and invited scholars. Beyond meals to members, the GCDS provides food to other audiences including visitor meals to distinguished visitors and catering services at Green College. The GCDS also creates a platform for Resident Members to get involved in the community and provides valuable volunteer experience in running a non-profit organization.

The GCDS is run by Resident Members with support from Green College and UBC. Resident Members automatically become members of the Green College Dining Society (GCDS). Both the GCDS and Green College share the same goals of providing a convivial environment for its members and have a close working relationship.

At Annual General Meetings, the GCDS elects members to its executive, where the executive guides the operation with high-level (policy) decisions and communications between the membership and the operation by their kitchen manager. Members are encouraged to get involved. The GCDS (and your meal plan) can’t run without Resident Member participation.

The Kitchen Manager manages the kitchen operation and execution of the board’s directives. They advise the board on any issues that arise. For more information about who is currently on the GCDS Executive and for how to get involved, please visit [gcdining.ca](http://gcdining.ca).

## Resident Member Meal Plan

The membership-based meal plan is compulsory for residents. Your monthly membership fee (“meal plan”) provides five dinners and five breakfasts each week. Meals are served year-round, even if the meal falls on a statutory holiday. Meals are not served for two weeks in December, during the holiday season. Residents are responsible for sourcing meals outside of those ten meals per week and during the two-week holiday shutdown.

Your membership fee helps keep the GCDS kitchen operating for everyone, paying for equipment and other business overheads, and provides living wages for kitchen staff to serve and support you while you and other Resident Members focus on your studies.

### **Dietary Restrictions**

If you have any dietary restrictions, please review the dietary accommodation form on [gcdining.ca](http://gcdining.ca) and speak to the Kitchen Manager. The GCDS has limited capacity to meet special dietary requirements. Medically- supported restrictions and allergies can generally be accommodated. Note that special dietary accommodations are not diet preferences.

### **Take-Away Meals**

The GCDS recognizes that sometimes members cannot dine together in the Great Hall. The GCDS has developed a set of flexible dining options it uses to help members for this and more information can be found at [gcdining.ca](http://gcdining.ca).

Please note that the GCDS cannot serve food on dishes it did not sanitize, and cannot serve food into personal containers.

### **Membership Fee Reduction**

GCDS is a membership-based plan, and *all members share both the benefits and burdens*. In particular, there are fixed costs in operating the kitchen that need to be covered in order to provide service to all. Temporary absences from the College for travel can use the Membership Fee Reduction (MFR) program to help reduce but not eliminate meal plan fees when members are away. Application forms and further details are available online.

## Policies

The GCDS maintains a set of policies online at [gcdining.ca](http://gcdining.ca).

## Great Hall Meals for Guests

Guests are welcome, though for dinner please note that a reservation must be made by emailing [kitchen@gcdining.ca](mailto:kitchen@gcdining.ca) by no later than noon the day prior. Payment can be made by e-transfer to [payment@gcdining.ca](mailto:payment@gcdining.ca) once a reservation is confirmed. Alternately, adding guest meals for overnight visitors to your monthly invoice may be possible by contacting [bookkeeper@gcdining.ca](mailto:bookkeeper@gcdining.ca).