

## Guidelines for Business Owners



**A**s an owner of a business that has experienced a crime, you have the right to complete a Victim Impact Statement. The guidelines below have been developed to assist you in describing the impact that the crime has had upon you as well as how it has affected your business, employees and clients.

It is important that you use the attached Victim Impact Statement Form and follow these guidelines for completing it. It is possible that the court may not use your statement if you include information that is not supposed to be in the statement.

### When you are writing your statement, you should:

- Give details on any physical and/or emotional injuries that you or your employees have suffered as a result of the crime
- Outline any treatment or therapy that you or your employees received or needed
- Give details on any impact that the crime has had upon your business, its employees and its clients or customers. This may include:
  - the cost of insurance deductibles and/or increased insurance premiums
  - the cost of any damaged property not covered by insurance
  - any wage loss or sick leave paid to employees as a result of the crime
  - the cost associated with employee turnover and training
  - any fear that you or your staff may have about attending your place of business
  - customers' fears about attending your place of business

### In your statement, you must not:

- Comment on the offender's behaviour or character, except to describe how the crime affected you

- Comment on what sentence or punishment you think the offender should receive
- Complain about how the police, Crown attorney, defence lawyer or judge has handled the case
- Describe how the crime has affected other people, except to say how the crime has changed your relationships with others

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**Note:** You may be called upon to testify in court and be asked questions about your Victim Impact Statement. If you provide any conflicting or false information, this may have a negative impact on the outcome of the case.

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### The Victim Impact Statement is not confidential

Once your statement has been submitted, the content of your statement will be reviewed. Your statement will then be disclosed. Disclosure means that the Crown attorney must forward a copy of your Victim Impact Statement to the accused and/or their lawyer.

Once the statement has been filed in open court it becomes a public document and discussions around the content of your statement may be presented and recorded on the court record.

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**Note:** Any request for an actual copy of your Victim Impact Statement by the media or a member of the general public will go before a judge who will decide if the request will be granted.

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Also, any criminal justice personnel involved in processing your statement will have knowledge of it as well as its content.

For additional information about this program, please refer to The Manitoba Victim Impact Statement Program Fact Sheet or contact a Crime Victim Rights Worker at 1-866-4VICTIM (1-866-484-2846).