



## URGE Complaints and Reporting Policy for WHOI

This is what was found by MC&G URGE Pod 1 at WHOI on policies for handling complaints, the reporting process, resources, and possible outcomes. Some information was public; answers that were only found through follow up with contacts are noted. Information for MIT reporting was included because grad students at WHOI are typically in the MIT-WHOI Joint PhD Program and can also report at MIT (if the incident involves MIT personnel or students) and access support at MIT.

- **The link(s) to the reporting policy at our organization are here:**
  - WHOI Harassment policy: <https://www.whoi.edu/HR/harassment>
  - WHOI Code of Conduct: <https://www.whoi.edu/wp-content/uploads/2020/09/Code-of-Conduct-Policy.pdf>
  - WHOI Respectful Workplace and Violence Prevention Policy <https://www.whoi.edu/wp-content/uploads/2020/09/Policy-Respectful-Workplace-and-Violence-Prevention.pdf>
  - MIT-WHOI Joint Program Support Resources - directs to reporting at WHOI & MIT <https://www.whoi.edu/what-we-do/educate/apo/reporting-concerns/>
  - No specific protocol for our department (MC&G) or lab groups that we know of
  - WHOI reporting policy was last updated January 27, 2011; Respectful Workplace & Violence and Prevention policy updated August 3, 2000.
  - Unclear what the policy is for changing reporting policy.
  - Number of reports made per year is not publicly available.
- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**
  - At WHOI
    - EEO Officer/Title IX Coordinator, [eeo@whoi.edu](mailto:eeo@whoi.edu) (508) 289-2705  
Supervisor, Department Chair, and Human Resources.  
Ethics Point anonymous hotline  
<https://secure.ethicspoint.com/domain/media/en/gui/29876/index.html>
    - Reports cannot be made online, not anonymously.
    - Reports go to HR and it is not clear who has access to them.
    - We do not know if/how police are included in the process and if reporting admin provide support during the involvement of the police.
  - At MIT
    - MIT has Detailed information about the reporting process, who has access to reported information and when the police get involved.  
<https://idhr.mit.edu/reporting-options/faculty-staff>
    - Anonymous hotline for reporting <http://hotline.mit.edu/>
    - MIT annual reports <https://idhr.mit.edu/our-office/annual-reports>

- **What are the outcomes or consequences for reported individuals?**
  - There is no publicly available information about consequences for reported individuals for MIT or WHOI.
  - Hearing process at MIT might describe some possible outcomes for reported individuals <https://idhr.mit.edu/formal-complaint-processes/hearing-process>
  - **What resources are available for individuals reporting?**

At WHOI

- Employee and Student Assistance Program (ESAP): 800-648-9557 KGA offers free, confidential consultations, counseling and targeted referrals at no cost to you. Contact the ESAP 24/7 at: 800-648-9557 or visit [www.kgreer.com](http://www.kgreer.com) and entering company code: WHOI
- For students, list of resources linking to external pages <https://mit.who.edu/campus-life/student-resources/support-resources/>
- Peer support, email [jp-refs@mit.edu](mailto:jp-refs@mit.edu)

At MIT

- Multiple levels of support taken by IDHR at MIT <https://idhr.mit.edu/supportive-measures/supportive-measures-actions>
- Resources for students reporting <https://idhr.mit.edu/supportive-measures/resources/students>

- **What resources are available to groups raising issues or proposing changes?**

At WHOI

- Townhalls and reviews happen regularly, but unclear what the threshold is for making immediate changes or for setting up committees to make decisions about future changes  
Examples:
- CDEI listening sessions with Peter de Menocal.
- WHOI Town Hall Question Submission.
- 360 review for the Chemistry Department.
- Joint Program External Review
- Workplace Climate Committee/Committee on Diversity Equity and Inclusion/Woods Hole Diversity Advisory Committee
- WHOI Wellness Survey (<https://www.surveymonkey.com/r/3C65FPB>)
- Institutional Workplace Climate Survey (~5 years)
- Discussing with senior administration (Department Chairs, VPs, Director)

**Signed,  
WHOI MC&G URGE POD 1**