

---

URGE Complaints and Reporting Policy for Earth & Planets Laboratory of the Carnegie Institution for Science

This is what was found by the Carnegie Pod at the Earth & Planets Laboratory of the Carnegie Institution for Science 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.

- The link(s) to the reporting policy at our organization are here:
    - Institutional Policies
      - <https://hr.carnegiescience.edu/anti-discrimination-policy#:~:text=No%20Carnegie%2Daffiliated%20person%20shall%20threaten%20or%20take%20adverse%20action,retaliation%3B%20or%20protesting%20alleged%20discrimination%2C>
      - <https://mycarnegie.carnegiescience.edu/policy/institutional-policies?action=humanResources>
      - [www.carnegiescience.ethicspoint.com](http://www.carnegiescience.ethicspoint.com)
    - Department Policy: <https://mycarnegie.carnegiescience.edu/epl/epl-harassment-reporting-policy>
  - What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?
    - Certain work-related questions, concerns, ideas or problems may be best addressed with your immediate supervisor who can refer you to an appropriate resource if he/she is not able to answer your questions or resolve your concerns. If your concern is related to a Human Resources issue, a violation of a policy or law, or you are not comfortable discussing a certain matter with your supervisor, please contact Human Resources. Other options, if needed, include contacting the Office of General Counsel, or using the EthicsPoint Complaint Hotline as described in the table here: <https://mycarnegie.carnegiescience.edu/node/4576>
    - Online anonymous reports can be made here: <https://mycarnegie.carnegiescience.edu/ethicspoint-hotlinewebsite>
    - In-person reports go up the management chain to HR and the President. Online reports are seen by EthicsPoint staff and relevant facts are shared with unspecified “Carnegie personnel”.
  - What are the outcomes or consequences for reported individuals?
    - <https://mycarnegie.carnegiescience.edu/policy/hr-policies/disciplinary-actions>
    - Reports are not officially tracked at the department level. HR tracks reports that have been reported up the management chain.
    - Repeated complaints would escalate from the Director to HR to the President
-



CARNEGIE  
SCIENCE

- What resources are available for individuals reporting?
  - EAP: TalkSpace
  - EthicsPoint Hotline
  
- What resources are available to groups raising issues or proposing changes?
  - Carnegie Institution Postdoc Association
  - Climate survey
  - Leadership's open door policy
  - Postdoc exit interviews
  - Staff meetings (for staff scientists)
  - Staff Scientist Association