

DELIVERABLES MAKING COMPLAINTS AND REPORTING POLICY

The link(s) to the reporting policy at our organization are here:

 [Ethics Reporting Policy](#)

CMP's complaint and reporting policies:

CMP is an Equal Opportunity, Affirmative Action and Title VI employer. We take great care in ensuring staff have many avenues to report a potential concern of harassment, discrimination, retaliation, bullying or other such behavior that is not consistent with CMP policies.

 [Discrimination, Harassment, Retaliation, and Bullying Complaint Procedure.DOCX](#)


Any applicant or employee who believes they have been subjected to prohibited discrimination, harassment, retaliation, or bullying, or who are aware of any such conduct against others, in violation of CMP's Equal Employment Opportunity/Non-Discrimination, Sexual & Other Unlawful Harassment, Anti-Retaliation, and Workplace Bullying Policies, should immediately provide a written or verbal report to their supervisor

 [Title VI, IX, Section 504, and ADA Compliance Policy.docx](#)

 [Ethics Reporting Policy](#)

Corresponding HR policies including EEO/Non-Discrimination, Sexual & Other Unlawful Harassment, Anti-Retaliation, Workplace Bullying and Code of Ethics & Conduct can also be found on [COMPASS](#).

[Diversity, Inclusion and Accessibility - Home \(sharepoint.com\)](#)

 [Workplace Behavior Training](#). These non-discrimination & anti-harassment education sessions were mandatory for all staff and managers, and included review of the reporting and complaint procedures. Ongoing, the training is also part of our orientation with new hires.

○ Are reporting policies regularly reviewed? What is the process for changing policy?

Unsure

○ Are the rates of reporting made publicly available (e.g. # of reports each year)?

Unsure

● **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**

○ Who are the designated individuals/positions for reporting incidents? HR... does someone have that designated role?

○ Can reports be made online? Where? **Yes** , **Link Anonymously?** **Yes**

○ Who do in-person and online reports go to? Who has access to see reports?

Names and/or positions or "Not publicly listed/Unknown"

○ Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization?

● **What are the outcomes or consequences for reported individuals?**

○ **Follow-up by supervisor, training (bias, etc.), disciplinary action, termination.**

- Who decides the outcomes/consequences? What is the process?
- Are reports tracked? **Yes/No** How are they tracked? By who?
- Are repeated complaints escalated to a disciplinary board? What is the process?
- **What resources are available for individuals reporting?**
 - Counselors or advocates, especially those of the same race, ethnicity, and gender.
 - Automatic or requested investigation of potential impact on grades or evaluations.
 - Protection against retaliation or repercussions, accommodations for continuing work/courses, option for pass/fail or outside assessment.
- **What resources are available to groups raising issues or proposing changes?**
 - Petitions of # signatures trigger a town hall, meeting with organizational leadership, or policy change. What is the follow-up process for town halls and meetings?
 - Working groups or committees with power to change or propose changes to policy.
 - Cultural surveys, regular or only after wide-spread reports or high-profile incidents.
 - Leadership proactively asks students and/or staff for input on **how to improve**.