

# URGE

## Unlearning Racism in Geoscience

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### URGE Complaints and Reporting Policy for Dauphin Island Sea Lab

This is what was found by DISL Pod at DISL 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:**
  - Link: **(Intranet) <http://dislnet.disl.org/index.php/policies>**
  - Department, Lab, Division, Advisor or Supervisor Policies – **link above includes employee handbook, faculty handbook, and student handbook**
  - Are reporting policies regularly reviewed? **Not that we are aware** What is the process for changing policy? **Unknown – bring up at faculty meeting?**
  - Are the rates of reporting made publicly available (e.g. # of reports each year)? **No?**
- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**
  - Who are the designated individuals/positions for reporting incidents? **Supervisor, presumably then UP Chair or University Department Chair for those with dual affiliations. HR requires that complaints first be raised with supervisor. Because of this, complaints have been dropped and not addressed.**
  - Can reports be made online? **No** Where? **N/A** Anonymously? **Not at DISL. \_\_\_\_\_** **Anonymity is challenging at DISL because of the small size of the campus. USA has a form for anonymous complaints.**
  - Who do in-person and online reports go to? Who has access to see reports? **Human Resources, Unknown**
  - Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization? **Unknown**
- **What are the outcomes or consequences for reported individuals?**
  - Follow-up by supervisor, training (bias, etc.), disciplinary action, termination? **Nominally termination, but many regulations are ignored.**
  - Who decides the outcomes/consequences? What is the process? **Unknown**
  - Are reports tracked? **Unknown** How are they tracked? **Unknown** By who? **Presumably HR but unknown**
  - Are repeated complaints escalated to a disciplinary board? What is the process? **Unknown**
- **What resources are available for individuals reporting?**
  - Counselors or advocates, especially those of the same race, ethnicity, and gender. **No, although USA has an ombudsman for students (none of us know any details on this).**
  - Automatic or requested investigation of potential impact on grades or evaluations. **No**
  - Protection against retaliation or repercussions, accommodations for continuing work/courses, option for pass/fail or outside assessment. **Nominally (DISL Policies), but hard to imagine how this would be**



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possible. The lack of confidentiality in existing procedures was noted as a major concern that likely prevents reporting and exposes people who report issues to retaliation. The existing lack of confidentiality or protection from retaliation raised concerns, and the group felt that DISL would benefit from having an ombudsman or conflict mediator who maintains confidentiality as a first step in reporting (or ideally resolving) issues.

- **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?  
**Unknown, although we are a small community and feel that our leadership are open to hearing issues or proposals for change**
  - Working groups or committees with power to change or propose changes to policy.  
**Not formally but policy changes were implemented in response to / through the ADVANCE workshop**
  - Cultural surveys, regular or only after wide-spread reports or high-profile incidents.  
**Not that we are aware of, but no high-profile incidents have occurred**
  - Leadership proactively asks students and/or staff for input on how to improve. **Not that we are aware of**