



URGE Employee Complaints and Reporting Policy for the Geological Society of America (GSA)

The GSA URGE pod found the following information on the Society's employee-related policies and procedures for handling complaints, the reporting process, resources, and possible outcomes. We compiled this information by searching on an internal portal for employees and then interviewing GSA's HR Manager.

GSA maintains separate policies for its members, which are not addressed here. For additional information on GSA's member-related policies, see [GSA's Ethics homepage](#).

- **The link(s) to the reporting policy at our organization are here:**
 - [Link - GSA's Anti-harassment Policy and Complaint Procedure](#)
 - GSA reviews its reporting policy regularly to ensure that it meets applicable legal requirements and best practices. Typically, the HR Manager recommends updates, which are then reviewed and approved by the Executive Director.
 - GSA does not make the rates of reporting publicly available.

- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**
 - GSA encourages individuals to report concerns to anyone in management with whom they feel comfortable, GSA's HR Manager, and/or GSA's Executive Director.
 - GSA uses a standard complaint form that may be submitted online to GSA's HR Manager.
 - GSA accepts anonymous reports, but encourages employees to identify themselves so that it can do a thorough investigation.
 - All reports go to GSA's HR Manager. For confidentiality reasons, access to such reports is limited to GSA's Executive Director.
 - GSA has never called the police in connection with any complaints. GSA would involve the police on a case-by-case basis if there were threats of violence. GSA's HR Manager would first try to de-escalate any such threats and provide a warning before calling the police.

- **What are the outcomes or consequences for reported individuals?**
 - GSA investigates all complaints. Depending on the outcome of such investigations, including the severity, pervasiveness, and frequency of any proven misconduct, GSA may impose disciplinary action, including verbal or written reprimand, suspension, or termination of employment. GSA also may require coaching, training, or other interventions to prevent future occurrences.

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- GSA's Executive Director decides the outcome and consequences of all employee complaints after reviewing a written investigation report prepared by GSA's HR manager or another designated individual.
- GSA's HR Manager tracks all complaints in a confidential log.
- GSA does not have a disciplinary board that reviews employee complaints. If there were ever a complaint against GSA's Executive Director, the HR Manager would notify the GSA Council, the Society's governing body.
- **What resources are available for individuals reporting?**
 - GSA allows individuals making reports to be accompanied by an advocate of their choosing.
 - GSA's policy specifically prohibits retaliation against individuals who have submitted bona fide complaints or cooperated in investigations.
- **What resources are available to groups raising issues or proposing changes?**
 - GSA conducts periodic culture surveys to identify ways to maintain an open, honest environment in which employees feel comfortable raising potential concerns.
 - GSA Executive Director holds monthly listening meetings with interested staff, using a round-table discussion format. The Executive Director uses these sessions to provide updates and get direct input on ways to improve GSA's offerings and culture.