

URGE

Unlearning Racism in Geoscience



URGE Complaints and Reporting Policy for WHOI

This is what was found by the Harmful Algal Bloom Pod 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.

- **The link(s) to the reporting policy at our organization are here:**
 - WHOI Policy: <https://www.whoi.edu/website/HR/title-ix-information>
 - Lab Policy: does not exist
 - Are reporting policies regularly reviewed?
 - Could not find any details about this. Seems like the last changes were made in Jan 2011.
 - What is the process for changing policy?
 - <https://www.whoi.edu/website/institution-policy/policy-process-review>
 - 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?

Harassment policy is found on the internal website on the HR page, it states that individuals should first bring complaints to supervisor or academic advisor, department head or administrator, ship's Captain or Chief Scientist, or other appropriate resource personnel. The webpage has links to an email address for complaints and a link and phone number for the WHOI ethics hotline <https://www.whoi.edu/website/institution-policy/index?ct=901&cid=903>
 - Can reports be made online? Where? **Yes**, www.whoi.ethicspoint.com Anonymously?
Yes

Reports can be made anonymously, but policy states that attempts should be made to report complaints to the supervisor or academic advisor, department head or administrator, ship's Captain or Chief Scientist, or other appropriate resource personnel first.



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- Who do in-person and online reports go to? Who has access to see reports?
The EEO Officer/Title IX Coordinator, who is not named on the WHOInternal website is in charge of reports. Policy also mentions a vague General counsel and/or designee who will conduct an investigation based on the complaint.
- Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization?
There is no mention of involving the police. The policy mentions this: "Initially, resolution through informal, with all Institutional support requested or available, means is encouraged and, in most instances, will be satisfactory. However, if the problem remains unresolved, or if the problem reoccurs, more formal action, including an investigation, may be taken."
No details are included about the definition of "resolution" or "investigation".
There is no mention of restitution or compensation either.
- **What are the outcomes or consequences for reported individuals?**
 - Disciplinary action - which can include counseling, warnings, transfers, suspensions, reductions in pay or duties, and termination of employment.
 - The Chief Human Resources and EEO Officer decides the outcomes/consequences.
 - What is the process? - very vague
 - Are reports tracked? Yes/No How are they tracked? By who?
 - No info available
 - Are repeated complaints escalated to a disciplinary board? What is the process?
 - No info available
- **What resources are available for individuals reporting?**
 - Counselors or advocates, especially those of the same race, ethnicity, and gender.
 - None found
 - Automatic or requested investigation of potential impact on grades or evaluations.
 - Retaliation is a legal concern but prevention not directly addressed
 - 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?
 - No explicit policy for following up
 - Working groups or committees with power to change or propose changes to policy.



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- Groups that may be able to approach administration about policy changes: Committee for Diversity, Equity, and Inclusion, WHOI Women's Committee, Technical Staff Committee(?)
- WHOI draft vision document specifies that "WHOI requires a dedicated and centralized effort that can be led by the new Diversity and Inclusion Officer who should be in place and working with staff by mid-2021", which will provide liaison for issues and concerns.
- Cultural surveys, regular or only after wide-spread reports or high-profile incidents.
 - Not carried out routinely; Woods Hole Diversity Report (2019)
- Leadership proactively asks students and/or staff for input on how to improve.
 - Draft vision statement for WHOI circulated