



URGE Complaints and Reporting Policy for Ocean Exploration Trust

This is what was found by the Ocean Exploration Trust URGE POD on policies for handling complaints, the reporting process, resources, and possible outcomes at Ocean Exploration Trust.

- **Ocean Exploration Trust anti-harassment reporting policy and complaint procedure**
 - Located in our Employee Handbook in section 12.2, also located in our Independent Contractor Agreement
 - These policies are being reviewed again and the process for changing policy will be put in place.
 - Our rates of reporting are not made publicly available, we may consider this.

- **Mechanisms for reporting complaints, bias, microaggressions, harassment, and overt racism**
 - Designated individuals/positions for reporting incidents:
 - Internally: Denise Armstrong (CFO and HR)
 - At sea: Expedition Leader on the ship
 - Reports may be emailed or voiced to the individuals above. We are developing an online form for general reporting and feedback including an anonymous feature.
 - In-person and online reports go to HR or other positions who the reporter has identified, various depending on position. These reports are not publicly listed.
 - Police are included in the process as needed.

- **Outcomes or consequences for reported individuals**
 - OET Leadership decides the outcomes/consequences for reported individuals.
 - Reports are tracked by OET HR and at sea they are tracked by the ship's captain and Maritime Management.
 - Repeated complaints are escalated to a disciplinary board as needed, first to OET Leadership and then if needed to the OET Board of Directors.

- **Resources available for individuals reporting**
 - HR will provide resources for individuals reporting.

- **Resources available to groups raising issues or proposing changes**
 - If a group reports an issue this will be managed by HR and/or OET Leadership. OET is a small non-profit organization and will take group reporting seriously if it does occur.