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## URGE Complaints and Reporting Policy for University/Organization

This is what was found by the **Sea Grant Pod** 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:**
  - EEO Counseling and Complaints - NOAA Civil Rights Office, policies (updated annually and as needed)
  - NOAA Research EEO office: policies, processes, and info (reviewed annually and as needed)
  - OSU Policy - Affirmative Action, Equal Employment Opportunity & Non-Discrimination/Harassment Policy (interim document updated 8/14/2020)
  - OSU OIE – Office of Institutional Equity
    - CFAES DEI - College of Food, Agriculture and Environmental Sciences Office of Diversity, Equity and Inclusion. Civil Rights Review and Compliance policy done annually on rotation by region of the state, or as needed.
    - Annual reports are issued for bias-related incidents and campus safety to the public.
  - Cornell University Policy – Prohibited Bias Discrimination, Harassment, and Sexual Related Misconduct
  - Oregon State University – Discrimination and Harassment Policy
  - University of Maine – Bias and Harassment policy
  - University of Georgia policies: <https://policies.uga.edu/>
  - <https://equity.uconn.edu/policiesprocedures/> UConn Office of Institutional Equity. Connecticut Sea Grant follows UConn procedures as one of the University’s centers. UConn’s Bias Reporting Protocol can also be used: <https://dos.uconn.edu/bias-reporting-2/>. The reporting form can be used by anyone (students, employees, community members). Incidents are then handled by the appropriate offices on campus with the goal of remedying the incident and providing support and resources to the impacted individual/community.
    - Suggestions received by Office of Institutional Equity, then reviewed for approval by the UConn Board of Trustees.
    - Public safety reports with #s available; also Office of Institutional Equity files yearly Affirmative Action Plan which includes discrimination and harassment complaints #s along with outcomes.



## Unlearning Racism in Geoscience

- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?**
  - Who are the designated individuals/positions for reporting incidents?
  - Can reports be made online? Where? Yes/No, Link      Anonymously? Yes/No
  - 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?
  - NOAA/National Sea Grant Office: Nicole Mason, NOAA Research EEO Officer
  - University of Maine policy - Office of Equal Opportunity Complaint Policy
  - Oregon State University – Office of Institutional Diversity Bias Incident Response and Office of Equal Opportunity and Access
  - OSU BART - The Ohio State University Office of Student Life: Bias Assessment Response Team & OSU OIE - The Ohio State University Office of Institutional Equity
    - Reports can be made online, anonymously or otherwise.
    - Staff who review reports are
  - Reporting for Cornell University is outlined starting on page 18 of this Policy.
    - Reporting depends on the type of misconduct
    - There is an anonymous online reporting tool.
  - University of Georgia EOO Policies: <https://eoo.uga.edu/policies-resources/Policies/>
  - University System of Georgia Policies:
    - Sexual Misconduct: <https://www.usg.edu/policymanual/section6/C2655>
    - Non-Discrimination and Anti-Harassment Policies: [https://legal.uga.edu/non-discrimination\\_and\\_anti-harassment\\_policy](https://legal.uga.edu/non-discrimination_and_anti-harassment_policy)
  - University of Connecticut: The associate vice president of the UConn Office of Institutional Equity. There is also the [inform.uconn.edu](http://inform.uconn.edu) site to guide people on how and where to report. Hot line: (888) 685- 2637. Staff at Office of Institutional Equity has access to these reports.
- **What are the outcomes or consequences for reported individuals?**
  - NOAA/National Sea Grant Office has very specific policies for this process, and staff are trained on it annually. That being said, much of the processes are all of the cases are confidential.



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- Oregon State University - Bias Incident Response Protocol document, in support of the Bias Incident Response Process. The Office of Institutional Diversity keeps records and tracks complaints and outcomes.
- At Cornell the outcomes will vary depending on the situation. There is a link to the process here.
- University of Georgia: <https://legal.uga.edu/compliance-ethics-and-reporting-hotline#:~:text=Reports%20involving%20allegations%20of%20harassment,edu%2FForms%2Fndah%2Dcomplaint>
- University of Connecticut: Violations referred to Human Resources and department management for disciplinary actions. These may include: no-contact directives, residence modifications (if on-campus student involved), academic modifications and support, work schedule modifications, suspension from employment, and pre-disciplinary leave (with or without pay). Human Resources and department management decides outcome after referral from OIE. Office of Institutional Equity tracks the reports. Multiple complaints may be bundled into a single review if involve same or closely related incidents. In other cases complaints about a single individual handled as separate matters, depending on time frame.
- **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.
- NOAA/National Sea Grant Office has many options, pathways, and resources available. The options and mechanisms of support are clearly communicated to all staff on a regular basis. <https://eeo.oar.noaa.gov/EEOcomplaint.html>
- University of Maine – Rising Tide Center
- Oregon State University resources for reporting and services
- Cornell resources include:
  - Counseling and Support
  - Educational programs and resources
  - Psychological or emotional support services for faculty and staff
- University of Georgia: [https://eeo.uga.edu/policies-resources/Support\\_Resources/](https://eeo.uga.edu/policies-resources/Support_Resources/)
- University of Connecticut: Comprehensive information provided on policies and how to access resources. These include the Employee Assistance Program, mental health and



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wellness counselors (for students). UConn also offers a wide range of resources for students and employees, whether as complainants or respondents, to provide support and guidance throughout the initiation, investigation, and resolution of a report of Prohibited Conduct. The University will offer reasonable and appropriate measures to protect a complainant and facilitate the complainant's continued access to University employment or education programs and activities. These measures may be both remedial (designed to address a complainant's safety and well-being and continued access to educational opportunities) or protective (designed to reduce the risk of harm to an individual or community). Supportive and protective measures, which may be temporary or permanent, may include no-contact directives, residence modifications, academic modifications and support, and work schedule modifications. Remedial measures are available regardless of whether a complainant pursues a complaint or investigation under this policy.

- **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.
  - NOAA/National Sea Grant Office may make requests and suggestions to the NOAA Research EEO council. Additionally, the National Sea Grant Office has representation on the OAR Diversity and Inclusion Advisory Committee (ODIAC).
  - Sea Grant Association's newly formed Ethics Committee has drafted a Code of Conduct (not sure if this is widely available yet?)
  - Cornell Resources: <https://cals.cornell.edu/diversity-inclusion/diversity-inclusion-resources>
    - The University has also created DEI/Belonging teams that are committed to actively creating and sustaining a culture of belonging that embraces a diverse workforce, volunteer base and program audiences.
  - University of Maine - Equal Opportunity resources
  - Oregon State University – Office of Institutional Diversity Strategic Plan
  - University of Connecticut: Office for Diversity and Inclusion: [diversity.uconn.edu](https://diversity.uconn.edu) provides many resources and assistance. Proposed policy changes can be presented to OIE.