Complaints and Reporting Policy Outline for Temblor

Because a formal harassment/complaint policy does not yet exist for the company, Temblor's URGE pod developed this outline of a policy for reporting and handling complaints, resources, and possible outcomes.

The reporting policy at our company will be here:
- Internally circulated document
- Reporting policies will be reviewed annually by a policy committee constituting company leadership AND one or more team members. Any changes to existing policies will be circulated for comment among the entire team, then will be voted on by the committee.

Company statement on harassment and discrimination

Temblor is committed to enabling the public to understand their earthquake risk, and to inspire them to reduce it. Temblor aims to reach the global public, in their own language to the extent possible, and seeks to frame seismic risk and the means to contend with it in a culturally sensitive manner. Temblor is equally committed to meeting the needs of its commercial clients in a manner that is scientifically sound, unbiased, and independent.

Temblor is proud to present its team to its commercial clients and to its public readers and app users. Temblor seeks to enable team members to learn from our public and commercial users as we strive to enhance our offerings, tools, and models.

Though geographically distributed, Temblor is committed to providing a welcoming workplace free of ridicule, aggression, type-casting, and free of discrimination by ethnicity, 'race', age, seniority, title, education, or company role.

Mechanisms available for reporting complaints, bias, microaggressions, harassment, and overt racism:
- We encourage team members to resolve issues informally. When this is not possible, a formal report should be submitted.
- Any of the above or related issues can be formally reported via anonymous online google form found at a link distributed to team members upon hire/commission.
    - Reports will be automatically forwarded to one team member, who will share the report with company leadership and the company's lawyer via google drive folder. Team member responsible for handling reporting: Ross Stein

Report review process:
- Allegations within the report will be investigated by a two-person committee including one team member and one member of company leadership. This committee will rotate annually.
    - Team member: Jen Schmidt
    - Company leadership team member: Ross Stein
    - In the event that a report involves one of the listed committee members, that member will recuse themself and another team member/leadership team member will serve in their place.
- Committee will review issues raised in the report

- o If the report raises issues of general company culture/policy/actions/etc., the committee will review the company's statement of values and recommend appropriate group training for the entire team.
  - o If the report raises actions committed by and/or issues with an individual, the individual's supervisor/company leadership will have a meeting with the individual to discuss the issue raised. Committee will recommend appropriate training for the individual.
- Repeat complaints
  - o If an individual or the company receives repeated complaints, the individual/company will be subject to a probationary period during which more involved training or disciplinary action will be recommended.
- After two complaints, Temblor will terminate individuals that cannot commit to the company's anti-harassment policies.

Protections for individuals reporting:
- It is unlawful and a violation of this policy to retaliate against an individual for making a report of harassment or discrimination or for cooperating with an investigation of a complaint of harassment or discrimination.

Resources available to groups or individuals raising possible policy issues or proposing changes
- All team members are encouraged to raise issues or propose changes to the company's policy on harassment.
- If an individual or group wishes to raise a policy issue or make a suggestion for a change, the policy committee, which includes one company leadership team member and one other company team member, will meet with the group/individual to discuss the issue or proposition. The committee will review the policy and circulate any changes to the entire team for input, then vote on any changes.