

## URGE Complaints and Reporting Policy for the University of Hawaii at Manoa School of Ocean and Earth Science and Technology

This is what was found by the UHM Oceanography pod at the University of Hawaii at Manoa on policies for handling complaints, the reporting process, resources, and possible outcomes.

- **The link(s) to the reporting at our organization are here:**
  - <http://blog.hawaii.edu/genderequity/> - Office of Gender Equity (for informal complaints)
  - <https://www.hawaii.edu/policy/archives/apm/pers/a9920.pdf> - UHM Discrimination Report Form (created in 2002)
  
- **What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism in the School of Ocean and Earth Science and Technology (SOEST)?**
  - Within the SOEST, two reporting options are available for victims of “sexual harassment and bullying,” and include informal and formal complaints.
  - **Informal complaints:** Filing an informal complaint allows the victim of harassment to remain anonymous, and does not instigate a formal investigation.
    - An informal complaint may be filed with any SOEST faculty member (who is not the advisor or supervisor of the victim), chairs of the four SOEST academic departments, the UHM Gender Equity Specialist, or the UH Equal Employment/Affirmative Action Office.
    - Any SOEST executive can engage in hypothetical discussions without triggering a formal investigation. **Jenna Friedman** is a campus resource who can be consulted without triggering mandatory reporting – e.g., to respect individuals' request for confidentiality.
  - **Formal complaints:** Filing a formal complaint requires a full investigation and does not allow the identity of the victim or perpetrator to remain anonymous. These complaints must be filed within 180 days of the “last incident of harassment,” unless the victim can show “good cause” for filing later, in which case the deadline may be extended to 300 days.
    - Filing a Formal Complaint: SOEST Students may contact **Dr. Chip Fletcher**, Associate Dean SOEST Dean's Office, or **Heather Saito**, Director of Student Services
  - There is currently no method of reporting complaints online.
  - Reporting to the university (at any level) is distinct and separate from a criminal investigation. Students or faculty wishing to file a complaint have the option to file one or both types, and the university will cooperate with law enforcement should a criminal investigation occur.
  
- **What are the outcomes or consequences for reported individuals?**
  - Consequences of informal complaints, as listed in the Department of Oceanography Graduate Student Handbook: “Examples of actions that may be

taken as a result of an informal complaint include: counseling the offender, mediating between the two parties, holding workshops for the department, distributing written information, and other preventive measures. In many cases, informal procedures are effective in stopping harassment.”

- In accordance with University of Hawaii Nondiscrimination Policy (Executive Policy 1.202): “For students and excluded employees who have violated E1.202, the University will impose disciplinary actions that are reasonably calculated to: i) be commensurate with the seriousness of the offense; ii) stop the discrimination; and iii) ensure the discrimination will not recur. For included employees, the responsible administrator will follow the collective bargaining agreement provisions related to disciplinary actions. To maintain consistency, Chancellors and Vice Presidents will consult with the systemwide Office of Human Resources prior to imposing employee disciplinary actions. Disciplinary actions against students should be consistent with each institution’s student conduct code.”

- **What resources are available for individuals reporting?**

- Counseling and Student Development Center (CSDC):  
[manoa.hawaii.edu/counseling](https://manoa.hawaii.edu/counseling)
- UH Confidential Advocacy Program: [advocate@hawaii.edu](mailto:advocate@hawaii.edu)
- UH Manoa Office of Student Equity Excellence Diversity:  
<https://www.hawaii.edu/diversity/>
- “University of Hawai’i has a non-retaliation policy to protect anyone filing an informal or formal complaint, serving as a witness, or participating in any manner in a complaint resolution process or investigation”

- **What resources are available to groups raising issues or proposing changes?**

- Increased conversations about racial issues within the department, school, state, and country, examples include:
  - Racism in STEM reading group formed and conducted by graduate students and post-doctoral researchers
  - Increased trainings offered to be able to address racial and diversity issues such as bystander training
    - Discussion regarding the implementation of mandatory trainings
- BIPOC letter to Oceanography Department demanding for change within the department regarding racial issues with recommendations for change to address these issues
  - 203 total signatures including graduate students, post-doctoral fellows, and faculty
- In SOEST 1-Year Response to the External Program Review (completed August 2020):  
<https://manoa.hawaii.edu/ovcaa/wp-content/uploads/2020/10/SOEST-One-Year-Progress-Report.pdf>
  - For the oceanography department specifically, talked about extending recruiting for the Department outside of Hawai’i in order to increase

“diversity, equity, and inclusion efforts for graduate students and postdoctoral researchers”

- Provided multiple recommendations on how to do this
- To update the oceanography website to include a clear statement that supports diversity, equity, and inclusion on the front page
- SOEST wide points discussed were to “establish a high-level administrative position (Associate Dean level) within SOEST, in coordination with appropriate University offices (Title IX, Graduate Division), to oversee climate, diversity, equity and cultural sensitivity”
- SOEST revisions of current Code of Conduct:
  - A subcommittee of the SOEST Diversity, Equity and Inclusion Council (DEIC) created a “code of conduct” for the entire SOEST community to be implemented into the Graduate Student Handbook
  - Invited everyone to make recommendations and attend workshops to work on it