

# URGEO

Unlearning Racism in Geoscience



---

## Complaints and Reporting Policy for Applied Physics Laboratory, University of Washington

### APL Pod 1:

This is what was found by Pod 1 at the Applied Physics Laboratory (APL), University of Washington (UW) 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. We have not included the available internal-facing documents on APL's sexual harassment policy and reporting procedures.

#### The link(s) to the reporting policy at our organization are here:

- [University of Washington - Complaint Resolution](#)
- [University of Washington - Reporting Bias](#)
- [Applied Physics Laboratory - Sexual Harassment Policy - internal link](#)
- Are reporting policies regularly reviewed? What is the process for changing policy?
  - UW: Unknown
  - APL: No
- Are the rates of reporting made publicly available (e.g. # of reports each year)?
  - UW: Unknown
  - APL: No

#### What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?

- Who are the designated individuals/positions for reporting incidents?
  - APL: Department Head, HR Director, Executive Director
  - UW: After or instead of APL contacts
    - [Office of Research](#) HR Director
    - University of Washington Complaint Investigation Resolution Office ([UCIRO](#))
    - [UW Police Victim Advocate](#)
    - [Title IX/ADA Coordinator](#)
- Can reports be made online? Where?
  - UW: yes. <https://www.washington.edu/bias/> Anonymously? UW: Yes
  - APL: no



## Unlearning Racism in Geoscience

- Who do in-person and online reports go to? Who has access to see reports?  
Not publicly listed/Unknown
- Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization?
  - See UW Police Victim Advocate link above

NOTE FROM POD 1: Remainder of requested information is beyond the scope our ability to provide.

# URGEO

## Unlearning Racism in Geoscience

### APL Pod 2:

#### 1. UW Bias Reporting:

<https://www.washington.edu/bias/>

Reporting link:

<https://report.bias.washington.edu/submit>

Note that this reporting link may lead to a range of actions, depending on the nature of the reported incident. These are primarily outreach, providing of services (to the affected party, to relevant communities), though UW Police, UW HR, and other offices may be contacted. See Appendix A for information copied from the website.

#### 2. College of Engineering, “Bias Incident, Bias Concern, Non-Discrimination and Sexual Harassment Resources”

<https://www.engr.washington.edu/bias>

Of note, this webpage defines what is meant by bias, discrimination, or harassment, and provides formal reporting mechanisms (UW bias reporting link), informal mechanisms (an Engineering Advocate, 5 diverse people in the CoE who are listed with pictures on the webpage), as well as a list of other resources which I copy here for reference:

##### Investigation and resolution resources

- Your immediate supervisor or adviser
- Your departmental student services adviser, administrator, Graduate Program Coordinator, or chair/director
- [Aileen Trilles](#), Director of Human Resources, UW College of Engineering
- [Kojay Pan](#), Associate Dean, Finance and Operations, UW College of Engineering
- [Caroline Currin](#), HR Consultant, UW Campus HR Operations & Services – Employee Relations



## Unlearning Racism in Geoscience

- Office of the Vice President for Student Life
- Title IX Investigation Office
- University Complaint Investigation and Resolution Office (UCIRO)
- University Ombud

### Campus Resources

- UW Police Department
- UWPD Victim Advocate
- Student Legal Services (serves students enrolled in Seattle)
- SafeCampus
- Student Care Reporting Form

### Counseling

- Counseling Center
- Hall Health Mental Health

### Local

- Legal Voice
- Sexual Violence Law Center
- King County Sexual Assault Resource Center (KCSARC) – 24-hour crisis line  
888-99-VOICE

### External resources

- National Center for Victims of Crime Stalking Resource Center
- Crash Override Network-Resources and support for online harassment

### 3. College of Environment, “Bias Incident, Non-Discrimination and Sexual Harassment Resources”

<https://environment.uw.edu/about/diversity-equity-inclusion/non-discrimination-and-sexual-harassment-resources/>

This links to the UW bias reporting link.



## Unlearning Racism in Geoscience

The text is similar to that shown for the College of Engineering (see above, section 3), except that it does not provide advocates. It references one person as a point of contact, an HR manager in the Dean's office.

### 4. Other Resources

#### UW Ombudsperson:

<https://www.washington.edu/ombud/>

This is a confidential resource that does not contact any other UW resources, except as the reporting person decides to do themselves.

### 5. APL Resources

To the knowledge of our URGE group, there is no formal reporting mechanism within APL for bias events related to minority status (aside from gender). By default, it is assumed to be a role of HR. A quick search of the intranet revealed one resource of which I was unaware, [https://intranet.apl.washington.edu/policies/sexual\\_harassment.php](https://intranet.apl.washington.edu/policies/sexual_harassment.php), under the webpage title of "Sexual Harassment Prevention", which describes the Policy and then the "Procedure" of "What to do if you are sexually [sic] harassed". This is 5 years out of date, listing personnel no longer at APL, in positions they have since left, or with old office numbers. The webpage is copied in Appendix B in full.

In the absence of any racial non-sexual harassment or bias reporting mechanism, we propose some guidelines for enacting this.

There are 2 goals that are met by different structures:

- (1) Providing support to the affected person (community, resources, confidentiality)
- (2) An official framework for deciding on and taking any necessary action.

For HR to play a role in practice for item 1 requires that they earn the trust of the communities and people who might be reporting. By definition, the role of HR is to balance direct responsibility to lab leadership versus supporting individual employees. Thus, trust in HR needs to be earned based on personal interactions, the policies they enact, and their track record for dealing with past events.. It is expected that individuals and sub-populations at the lab have variable experiences with HR.

# URGEO

## Unlearning Racism in Geoscience

The CoE idea of providing in-college advocates is an appealing idea, to meet goal 1 above. For any official response, such as through HR, providing a procedure in advance would do much to allow people to decide whether to engage with that process. Procedural information that is worth knowing is: how the process works, who is involved, what the possible resolutions are, and who decides on the actions.

### Appendix A: UW Bias reporting website

Copied from the website:

**Depending on the nature of the reported incident, the UW's Bias Incident Advisory Committee may:**

- Offer support and information regarding available resources.
- Offer options on how to report an incident for investigation and resolution in accordance with applicable University policy and principles of free expression.
- Inform and consult with the vice presidents for Student Life and for Minority Affairs and Diversity regarding a possible institutional response.
- Coordinate support for community healing and educational outreach.
- Assess avenues for minimizing or eliminating future incidents of bias.
- Catalogue incidents.

Individuals who submit a report and identify themselves may be contacted for more detail. Anonymous reports also may be submitted. Other University offices, such as the UW Police Department, Health & Wellness, University Complaint Investigation and Resolution Office (UCIRO) or Human Resources may be consulted as needed. The committee will compile and analyze data from submitted reports to inform future educational and prevention efforts.



## Unlearning Racism in Geoscience

### Institutional responses may include:

- Removal of graffiti or flyers.
- Individual outreach to an affected party.
- Connecting affected parties to relevant resources.
- Educational workshops or seminars.
- Notice to the community about the incident.
- Offer of support and assistance to affected individuals/communities (typically in the form of counseling).

### Bias Incident advisory committee members

- Robin Angotti, Faculty Senate Vice Chair, Associate Professor, College of STEM, UW-Bothell
- Jeremy Caci, Software/Research Engineer, Educational Assessment
- Purnima Dhavan, Associate Professor, College of Arts & Sciences
- Magdalena Fonseca, Director, Kelly Ethnic Cultural Center
- Natacha Foo Kune, Director, Counseling Center
- Gabriel Gallardo, Co-chair, Associate Vice President, Minority Affairs & Diversity
- Carlos Guillen, Associate Director, First Year Programs
- Kevin Jackson, Sergeant, UW Police Department
- L. Lincoln Johnson, Co-chair, Associate Vice President, Student Life
- Shelley Kostrinsky, Assistant Vice Provost, Academic Personnel
- Elizabeth Lewis, Director, Community Standards and Student Conduct
- Erin Rice, Assistant Vice President, Campus HR Operations
- Jen Self, Director, Q Center
- Mara Stevens, Director, Human Resources, Foster School of Business
- Student Representative, ASUW
- Student Representative, GPSS

Attached is the form for bias reporting.

# URGEO

## Unlearning Racism in Geoscience

### REPORT AN INCIDENT

\* Indicates a Required Field

#### This Reporting Tool is for Non-Emergency Incidents Only

Every effort will be made to evaluate your report promptly, however, the timing and manner in which the University addresses the report will vary depending on the information provided and whether you wish to remain anonymous. The University cannot guarantee it will respond to all reports.

The University of Washington takes the reports made through this site seriously. Please remember that all information contained within this report may become part of the University's administrative record keeping and may be available to the students to which they pertain under The Family Educational Rights and Privacy Act (FERPA) and pursuant to WAC 478-140-018. FERPA is a Federal law that protects the privacy of student educational records. More information about FERPA can be found at [www.washington.edu/academic/ferpa/ferpa.htm](http://www.washington.edu/academic/ferpa/ferpa.htm) or [www.washington.edu/student/registration/2002](http://www.washington.edu/student/registration/2002). In making your report, please be professional, accurate and factual. Recitation of observations and facts are more useful than characterized or labels.

#### FOR EMERGENCIES DIAL 911

#### TO REPORT CRIMINAL ACTIVITY TO UW POLICE:

Non-Emergency: 685.UWPD (8973)

Anonymous Tips: 685.TIPS (8477)

#### Background Information

Reporter's Name:

\* Who was primarily targeted in the incident?:

\* Who engaged in the behavior?:

Who is/could be affected?:

\* Date of incident:

Time of incident:

\* What is the primary concern?:

#### Involved Parties

Please list the name of the individuals and/or organizations involved in this incident, including as many of the listed fields as you can provide.

INVOLVED PARTY 1

Name/Organization:



# URGEO

## Unlearning Racism in Geoscience

Role:

Phone Number:

Email:

### Questions

\* Where did the incident take place?:

If possible, please provide a more specific location using one of the following methods:

- Select from a List of Campus Locations
- Provide a Street Address and/or Draw on a Map

If applicable, please provide any additional information regarding the location(s) of the incident (i.e. Building, room number):

\* Please provide a detailed description of the incident using specific concise, objective language. If you have a desired outcome, please include details here:

Do you feel this incident occurred based on any of the following? Select any of the following that apply:

- |  |  |
|--|--|
| <input type="checkbox"/> Accommodation Request       | <input type="checkbox"/> General Climate                   |
| <input type="checkbox"/> Age                         | <input type="checkbox"/> Marital Status/Family Status      |
| <input type="checkbox"/> Childcare/Eldercare         | <input type="checkbox"/> National Origin                   |
| <input type="checkbox"/> Disability                  | <input type="checkbox"/> Pregnancy/Family Responsibilities |
| <input type="checkbox"/> Employee/Coworker Relations | <input type="checkbox"/> Race                              |
| <input type="checkbox"/> Ethnicity                   | <input type="checkbox"/> Religion/Creed                    |
| <input type="checkbox"/> Ex-Offender Status          | <input type="checkbox"/> Retaliation                       |
| <input type="checkbox"/> HR Policy                   | <input type="checkbox"/> Sexual Harassment                 |
| <input type="checkbox"/> Gender                      | <input type="checkbox"/> Sexual Orientation                |

# URGEO

## Unlearning Racism in Geoscience

<input type="checkbox"/> Gender Identity/Expression	<input type="checkbox"/> Veteran Status
---	---

**What type of activity took place? Select any of the following that apply:**

<input type="checkbox"/> Damage or Destruction of Property	<input type="checkbox"/> Stalking
<input type="checkbox"/> Discrimination	<input type="checkbox"/> Theft/Stolen Property
<input type="checkbox"/> Graffiti	<input type="checkbox"/> Threat/Use of force
<input type="checkbox"/> Harassment	<input type="checkbox"/> Verbal Attack
<input type="checkbox"/> Intimidation	<input type="checkbox"/> Vandalism
<input type="checkbox"/> Physical Attack	<input type="checkbox"/> Not Applicable

**\* We may wish to contact you to obtain additional information. Do you consent to our contacting you, if needed?**  
**Select all that apply:**

<input type="checkbox"/> You may contact me if you need additional information.
<input type="checkbox"/> Please contact me.
<input type="checkbox"/> Please do not contact me.
<input type="checkbox"/> I am filing this report on behalf of myself.
<input type="checkbox"/> I am filing this report on behalf of another individual(s) who <b>IS</b> aware that I am doing so.
<input type="checkbox"/> I am filing this report on behalf of another individual(s) who <b>IS NOT</b> aware that I am doing so.
<input type="checkbox"/> You may contact the other individual(s) on whose behalf I am filing this report.
<input type="checkbox"/> I wish to remain anonymous to involved individuals.

**\* If we need to contact you or you have requested an outreach, please provide an email address.**

<input type="radio"/> I'm ready to provide my email address.	<input type="radio"/> I have asked not to be contacted.
--	---

**Supporting Documentation**

Photos, video, email, and other supporting documents may be attached below.  
Maximum 2Mb per file, Maximum 25Mb total.

Upload Files:  No file chosen

**One Last Step...**

<input type="checkbox"/> I'm not a robot	<small>reCAPTCHA PHASE 1 - 781x</small>
--	---



## **Unlearning Racism in Geoscience**

### **Appendix B: APL webpage “Sexual Harassment Prevention”**

The APL intranet contains a “sexual harassment and prevention” document, which is not included here. Link: [https://intranet.apl.washington.edu/policies/sexual\\_harassment.php](https://intranet.apl.washington.edu/policies/sexual_harassment.php)