



Campus Equity Response Protocol | Employee

Incident occurs and the reporter (victim/witness/third party) submits online campus equity report. Report is immediately forwarded to HR through Maxient. Maxient provides autoreply with confirmation/resources/next steps. HR determines if report falls under Campus Equity and sends to the appropriate support team(s).

If the reporter wishes to be contacted, a Campus Equity Response Team (CERT) Member will contact the reporter by the end of next business day. Depending on wishes of the reporter, next step(s) will be determined by the CERT

If the reporter leaves no contact information, data will be observed for emerging patterns. If reporter leaves contact information, but does not wish to be contacted, an acknowledgment email will be sent by a Campus Equity Response Team Member, confirming receipt of report, and data will be observed for emerging patterns.

CERT and/or HR will support reporter and oversee the response process while keeping the impacted party's three immediate needs at the forefront:

- The need to feel safe
- The need to be heard
- And the need to know what happens next.

*HR and CERT reserve the right to intervene regardless of reporter's wishes if incident warrants such action..

Student/Employee

When a student reports employee conduct, CERT will reach out to student to gauge need for intervention.

HR will reach out to employee member if reporter desires.

Outreach will be delayed until end of semester at reporter's request.

Employee/Student

When an employee reports student conduct, CERT will reach out to employee to discuss potential responses and/or interventions.

HR will be available to provide additional support to employee, if necessary.

Employee/Employee

When an employee reports peer conduct, HR will take the lead strategizing a plan to resolve the situation.

HR will facilitate other action as deemed necessary.

Supervisor will be contacted upon student request.

Supervisor will be contacted upon employee request.

In most cases, supervisor will be informed, unless they are considered the offender and, in that case, SLT would be notified.

Campus Equity Response Team will compile and report incident related data through an online, annual, living document. Incident related data along with recommendations will be provided to Faculty/Staff Development, Office of Diversity, Equity and Inclusion, President's Taskforce on Institutional Inclusion, Sexual Orientation and Gender Identity Committee and other administration to inform prevention efforts, educational trainings and programming.

A summarized End of Year Report featuring a comprehensive narrative of yearly activity will be made public.