

Hate and Bias Reporting, Investigation, and Resolution Process

Hate, bias, discriminatory practices, and racism have no place on the campus of the University of Wisconsin-Parkside. We are committed to creating an environment that is respectful and supportive of those who live, work, learn, and visit our campus.

These inappropriate actions are described as disruptive conduct including, but not limited to — oral, written, graphic or physical — that is motivated by and directed against an individual, or individuals, because of their actual or perceived protected characteristics, as defined by UW-Parkside's Discriminatory Conduct Policy.

<https://www.uwp.edu/explore/offices/governance/policy41.cfm>

For the purposes of this document and reporting purposes, the following terms and definitions will be used:

Preponderance of the Evidence: Information that would persuade a reasonable person that a proposition is more probably true than not. It is a lower standard of proof than "clear and convincing evidence."

Reporting Party: The person alleging to have experienced a violation of campus policy is referred to as the reporting party.

Responding Party: The person who is alleged to have violated campus policy is referred to as the responding party.

Individuals who have experienced or who have witnessed an incident of hate, bias, discrimination, or racism are encouraged to submit a report as soon as possible. If the responding party is an **employee**, the formal complaint must be filed by the reporting party with the **Office of Equity and Diversity**. If the responding party is a **student**, the formal complaint must be filed by the reporting party with the **Dean of Students Office**.

Information obtained through the hate/bias reports will assist UW-Parkside in responding to and tracking incidents of bias and hate. Reports may be anonymous; however, anonymous reports may limit the university's ability to respond to the incident. Once submitted, the report goes directly to the Human Resources Office of Equity, Diversity, and Inclusion or the Dean of Students Office Staff. Data from hate and bias reports may be used to assess for campus climate issues.

All information provided to the University through this reporting process is confidential to the extent allowable by law. If it is determined that a criminal act has been committed, the identity of a reporting party, targeted individual(s), witness(es), or the accused individual(s) may be disclosed in order to report a criminal act, prevent further conduct, respond to violations of University policy, state or federal law, comply with the Wisconsin Public Records Law, or take any other action that is deemed necessary by the University.

If you wish to report a hate/bias incident, please use the *Hate/Bias Incident Reporting* online form at uwp.edu/bias. You may also contact our office at (262) 595-2090.

After reviewing the student report, a member of the EDI investigation team will contact the reporting party to discuss the incident, complete the formal reporting document found at uwp.edu/bias, to share information about campus and community support services, and to discuss options for addressing the concerns.

Investigation:

- The Office of Equity and Diversity and/or the Dean of Students Office, will determine whether an investigation is necessary. If appropriate, the Office of EDI or the Dean of Students Office will investigate the complaint.
- If the complaint is against the Office of Equity and Diversity or the Dean of Students, then the Chancellor will appoint another investigator.
- After a complaint is filed, and when appropriate, an investigation will be initiated by the EDI Manager or the Dean of Students or a designee.

Responsibilities of the Investigator. The investigator shall:

- Discuss the allegations with the complainant
- Provide the respondent with a copy of the written complaint and discuss the allegations with the respondent
- Provide opportunity for the respondent to respond to the complaint in writing
- Examine relevant documents
- Interview persons who have knowledge of events described in the complaint
- Properly maintain all paper and electronic records related to the case.

Rights Provided by the University of Wisconsin-Parkside to the Reporting Party and the Responding Party. All members of the university community have the right to be informed of any allegations against them resulting from a formal complaint and to respond fully to such complaints. It is the policy and practice of the University of Wisconsin-Parkside to provide reasonable access to relevant information to those persons, usually management and senior administrators, who are directly involved in the resolution of the complaint. All such parties are expected to maintain confidentiality regarding the details of the complaint.

Communication during the Process. During the investigation, the Office of EDI or Dean of Students will keep the complainant and the respondent informed of the progress in seeking a resolution. It is expected that the complainant and respondent, in turn, will keep the Office of EDI or Dean of Students informed of his/her satisfaction with the investigation progress and alert the Office of EDI or Dean of Students or an administrator if there are any subsequent and/or concurrent complaints filed with outside investigatory agencies.

Resolution. Upon completion of the investigation and the preponderance of evidence has been established, the investigator shall make a recommendation on whether the complaint has, or has not, been substantiated. If the investigator believes that remedial action is necessary, or that the complaint was substantiated, then the investigator will recommend corrective action, or an appropriate course of disciplinary action, to the Dean of Students or Associate Vice Chancellor of Human Resources, Diversity, Equity, and Inclusion who will then determine the appropriate course of action. As directed, the investigator shall take further steps as appropriate. Discipline may constitute action up to and including expulsion or termination.