

Header

Policy Name and Number: **Non-Discrimination, Non-Harassment, and Bias-Related Incident Policy (I-6.9)**

Policy Developer(s): Office of the Vice President for Diversity, Equity & Inclusion (DEI)

Original Date: 3/10/2006

Last Review Date: 11/28/2018

Approval Date: 11/22/2021

Contact Person for Website: Vice President for Diversity, Equity & Inclusion

Body

POLICY

John Carroll University is committed to diversity, equity, and inclusion as constitutive elements of our Jesuit Catholic identity. As reflected in the University's vision, mission, core values and strategic initiatives, the University welcomes individuals who will contribute to its mission and goals. Our pursuit of excellence demands that we come to understand and embrace the richness that each person brings to the University community.

In a manner consistent with the University's Jesuit Catholic mission, the University maintains and enforces a policy of equal opportunity. John Carroll University does not discriminate based on any of the following as defined and protected by applicable law: race, age, color, sex, sexual orientation, gender identity or expression, religion, ethnic or national origin, disability, military or veteran status protected under federal law, or genetic information. Discrimination and bias against members of the University community strikes at the very heart of this institution and will not be tolerated by any student, employee, contractor, visitor, or volunteer.

The University does not tolerate [Discrimination](#), [Discriminatory Harassment](#), [Hate Crimes](#), or [Bias-Related Incidents](#) by any member(s) of the University community. Certain actions that do not constitute [Discrimination](#), [Discriminatory Harassment](#), or a [Hate Crime](#) (referred to collectively as "[Discriminatory Acts](#)") but constitute a [Bias-Related Incident](#) against any member of the University Community on any of the bases cited above also are defined and addressed under this policy. [Discriminatory Acts](#) and [Bias-Related Incidents](#) are prohibited in all employment and academic contexts, inclusive of online or remote employment or coursework; at University-sponsored or University-affiliated events, conferences or travel (including, but not limited to, domestic, international, immersion, or study-abroad); on University-sponsored business; or while on University property. Any Discriminatory Act or Bias-Related Incident involving a JCU community member that occurs off-campus also is prohibited and may be addressed under this policy and other applicable policies and procedures.

I-6.9 Non-Discrimination, Non-Harassment, and Bias-Related Incident Policy

This policy applies to communications that are both in-person and on social media or electronic platforms or formats. Use of any social media or other technology to engage in [Bias-Related Incidents](#), [Discrimination](#), or [Discriminatory Harassment](#) will not be tolerated.

[Reports](#) of Discriminatory Acts or Bias-Related Incidents will be investigated and resolved consistent with this policy and other applicable policies and procedures.

The University makes available a number of mechanisms to report Discriminatory Acts or Bias-Related Incidents, as described in this policy.

PURPOSE

To make clear the University's prohibition on [Discriminatory Acts](#) or [Bias-Related Incidents](#) against any individual based on the protected characteristics described in the policy and to designate procedures for reporting, investigating and resolving [Reports](#).

SCOPE

This policy pertains to all John Carroll University students, employees, contractors, visitors, and volunteers.

PROCEDURES

A. **Application of Policy:** This Policy designates the appropriate University procedures to address [reports](#) of [Discriminatory Acts](#) and [Bias-Related Incidents](#) committed by any employee, student, contractor, or visitor to the University.

Different policies and procedures apply to reports of any conduct described in the University's [Sexual Harassment & Interpersonal Violence Policy](#). Reports of sexual harassment or interpersonal violence or discriminatory harassment based on sex, gender, or gender identity or expression by any University student, faculty or staff member are investigated and resolved via the Title IX Office and utilizing the University's Sexual Harassment and Interpersonal Violence Policy and Complaint Resolution Process, the [Title IX Grievance Procedures](#), or other related policies utilized to investigate and resolve reports of sex or gender discrimination or harassment, as applicable. Reports of sexual harassment, interpersonal violence, or sex or gender discriminatory harassment should be reported to the Title IX Coordinator or a Deputy Title IX Coordinator for investigation and/or resolution consistent with the University's policies governing sexual harassment, interpersonal violence, or sex or gender discriminatory harassment. (See [Title IX website](#) for reporting options: <https://jcu.edu/about-us/administrative-offices/all-offices/title-ix>).

Student reports of disability discrimination or failure to provide reasonable accommodation for a documented disability are reviewed and resolved utilizing the [Disability-Related Grievance Policy](#). Employee reports of disability discrimination or failure to provide reasonable accommodation for a documented disability are reviewed and resolved utilizing this policy or other applicable University policies, such as the Staff Grievance Policy or the Faculty Handbook.

B. **General Reporting and Response Guidelines:**

I-6.9 Non-Discrimination, Non-Harassment, and Bias-Related Incident Policy

- a. Employees, students, contractors, or visitors who believe that they have experienced a [Discriminatory Act](#) or [Bias-Related Incident](#) are strongly encouraged to report the Discriminatory Act or Bias-Related Incident immediately so that the matter can be investigated and resolved in a prompt and appropriate manner.
- b. Employees, students, contractors, or visitors are never required to first address the issue with the person they believe has engaged in a [Discriminatory Act](#) or [Bias-Related Incident](#). While never required to do so, a [Complainant](#) may choose to address the issue directly with the individual they believe has engaged in a Discriminatory Act or Bias-Related Incident, and ask the individual to stop the conduct. Regardless, the individual is strongly encouraged to report the matter through any reporting mechanisms listed in this Policy.
- c. Individuals who believe that they have experienced a [Discriminatory Act](#) or [Bias-Related Incident](#) may submit a [Report](#) via the University's [Bias-Reporting System](#) or [EthicsPoint](#) online reporting forms; to the Office of the Vice President for Diversity, Equity & Inclusion (DEI); or to a member of the Bias Response Team. If a Report of a Discriminatory Act is made to any [Responsible Employee](#) as defined in the University's [Mandatory Reporting Policy](#) (i.e. Human Resources, the immediate supervisor, Residence Life staff, Employee Resource Group etc.), the Responsible Employee must forward the Report to the appropriate office (i.e. Office of the Vice President for DEI; JCUPD; Title IX Office, etc.) to investigate and/or resolve the Report. The following guidelines apply to reporting of Discriminatory Acts or Bias-Related Incidents:
 - i. The use of the University's [Bias-Reporting System](#) or [EthicsPoint](#) online reporting form is the preferred method for submitting a non-urgent [Report](#) regarding any [Discriminatory Act](#) or [Bias-Related Incident](#).
 - ii. Where a [Complainant](#) reasonably believes that the safety of any person is in jeopardy, or where the Complainant otherwise requires an immediate response to a [Hate Crime](#) or other threatening [Discriminatory Act](#) or [Bias-Related Incident](#), they are strongly encouraged to contact the John Carroll University Police Department (JCUPD) at 216-397-1234. [Responsible Employees](#) must report Hate Crimes to the JCUPD immediately. Also under the Clery Act, certain designated individuals who are deemed [Campus Security Authorities](#) have an obligation to report to the JCUPD certain crimes defined under federal law.
 - iii. Recognizing that some [Reports](#) may include criminal acts that jeopardize the security of the entire campus community, there may be instances where the University has a responsibility to investigate or disclose information to members of the campus community regarding the circumstances related to a specific incident. Individual and community safety considerations will be balanced with the privacy interests of all involved, as well as the applicable legal requirements, when making decisions regarding such investigations and disclosures.

I-6.9 Non-Discrimination, Non-Harassment, and Bias-Related Incident Policy

- d. If a [Responsible Employee](#) has knowledge of information indicating that a [Discriminatory Act](#) has occurred to any employee, student, contractor, vendor, or visitor, or that a violation of University policy has occurred, the employee must report the Discriminatory Act in accordance with the University's [Mandatory Reporting Policy](#). If a Responsible Employee has knowledge of information indicating that a [Bias-Related Incident](#) has occurred to any employee, student, contractor, vendor, or visitor, the employee is strongly encouraged to formally report the Bias-Related Incident to the Vice President for DEI or another member of the Bias Response Team, or via the [Bias-Reporting System](#).
 - i. If a person is unsure whether the actions constitute a Discriminatory Act or Bias-Related Incident, the employee should report the potential issue so that it can be reviewed and, if necessary, investigated and resolved by the appropriate offices.
 - ii. A [Report](#) ordinarily includes details of the incident(s), names of individuals involved, and the names of any witnesses. Information that Responsible Employees are required to report, if known, can be found in the Mandatory Reporting Policy.
- e. All [Reports](#) of [Discriminatory Acts](#) or [Bias-Related Incidents](#) that involve [Hate Crimes](#) or felony crimes will be reported to John Carroll University Police Department (JCUPD), and to other law enforcement agencies as required by local, state, or federal law.
- f. All [Reports](#) of [Discriminatory Acts](#) or [Bias-Related Incidents](#) will be handled with discretion, receive prompt attention, and will be thoroughly investigated so as to achieve an appropriate resolution in a reasonable time frame. The identity of the individuals who report a Discriminatory Act or Bias-Related Incident will be shared only with those with a need-to-know and/or a legitimate purpose, consistent with the need to conduct a thorough and impartial investigation and the need to meet legal requirements.
- g. If the [Complainant](#) is uncomfortable discussing concerns directly with any of the University offices named, the Complainant may file a [Report](#) with the [Bias Reporting System](#) at jcu.edu/bias, or [EthicsPoint](#), at 1-866-860-1886 or <https://secure.ethicspoint.com>. Reports made via the Bias-Reporting System or EthicsPoint can be reported in an identified or anonymous manner.
- h. [Reports](#) of [Discriminatory Acts](#) or [Bias-Related Incidents](#) submitted as "anonymous" will be investigated to the extent possible, but any investigation and response will be limited and based on the information available from an anonymous report.
- i. The University will evaluate a request for anonymity or privacy in the context of its responsibility to provide a safe, inclusive, and non-discriminatory environment for the campus community. The University will take reasonable steps to investigate and respond to a [Discriminatory Act](#) or [Bias-Related Incident](#) consistent with the request to maintain anonymity or confidentiality or to not pursue an investigation, but its ability to do so may be limited based on the nature of the request by the [Complainant](#).
- j. [Complainants](#) should be aware that under the [Clery Act](#), the University, via JCUPD, must issue timely warnings for incidents reported to them that could

I-6.9 Non-Discrimination, Non-Harassment, and Bias-Related Incident Policy

pose a serious or continuing threat to the safety of the JCU community. The University will undertake reasonable efforts to ensure that a Complainant's name and other identifying information is not disclosed in any timely warning, while still providing enough information for community members to make safety decisions in light of the potential danger. Also under the Clery Act, certain designated individuals who are deemed Campus Security Authorities have an obligation to report to the JCUPD certain crimes defined under federal law.

C. Resolution of Reports

- a. The Vice President for DEI, or designee(s), will oversee the process for resolution of all [Reports](#) of [Discriminatory Acts](#) or [Bias-Related Incidents](#) through the appropriate University policies and procedures.
- b. Upon receiving a [Report](#) of a [Discriminatory Act](#) or [Bias-Related Incident](#), the Vice President for DEI (or designee, which may include the [Bias Response Team](#), when applicable) will conduct an initial inquiry, typically in consultation with the Bias Response Team when feasible, to determine if the report falls under this or another policy. If the report falls under this policy, the Vice President for DEI (or designee) will refer the Report to the appropriate University officials or offices to investigate and take appropriate steps to try to resolve the Report and any violation, in accordance with the appropriate University procedures. This referral will be based on the Vice President for DEI's (or designee's) assessment of the nature of the reported Discriminatory Act or Bias-Related Incident and the affiliation of the [Complainant](#) and [Respondent](#) (as described in section d below).
- c. If it is determined that the Report does not fall under this policy, the Vice President for DEI (or designee) will dismiss the report and will notify the [Complainant](#) (and [Respondent](#) if the Respondent has been apprised of the Report), as appropriate.

If it is determined that the Report falls under another University policy and should be referred to another University department, the Vice President for DEI or designee will notify the Complainant of the referral, as appropriate.

The initial inquiry determination and referral will be made by the Vice President for DEI or designee in consultation with the Bias Response Team. That determination is final and not subject to appeal.

- d. Typically, referrals by the Vice President for DEI or designee for investigation and resolution of reports will be made in accordance with the following guidelines:
 - i. **Students and Student Organizations:** [Reports](#) of [Discriminatory Acts](#) or [Bias-Related Incidents](#) involving a [Respondent](#) who reportedly engaged in the Discriminatory Act or Bias-Related Incident in their role as a student or student organization typically will be referred to the office of the Dean of Students for investigation and/or resolution in accordance with the procedures described in the University's

I-6.9 Non-Discrimination, Non-Harassment, and Bias-Related Incident Policy

- [Community Standards Manual](#), in consultation with the office of the Vice President of Diversity, Equity & Inclusion.
- ii. **Staff:** [Reports](#) of [Discriminatory Acts](#) or [Bias-Related Incidents](#) involving a [Respondent](#) who reportedly engaged in the Discriminatory Act or Bias-Related Incident in their role as a staff member will be referred to the department of Human Resources for investigation and/or resolution in consultation with the Vice President for DEI (or designee) as appropriate, and in accordance with relevant policies and procedures governing the conduct of staff members, including this policy and the [Staff Grievance Procedures](#).
 - iii. **Faculty:** [Reports](#) of [Discriminatory Acts](#) or [Bias-Related Incidents](#) involving a [Respondent](#) who reportedly engaged in the Discriminatory Act or Bias-Related Incident in their role as a faculty member will be referred to the Vice Provost for Academic Affairs (or designee) for investigation and resolution in consultation with the Vice President for DEI or designee and consistent with relevant policies and procedures governing the conduct of faculty members, including the [Faculty Handbook](#) (i.e. policies related to faculty standards of conduct or the Faculty Handbook Discrimination Grievance Procedures, if applicable). Resolution may include educational interventions, mediation, warning notices, or other actions consistent with Faculty Handbook policies and procedures.
 - iv. **Third Parties & Others:** When a [Report](#) of a [Discriminatory Act](#) or [Bias-Related Incident](#) is made against a [Third Party](#) by an employee or student related to a University-sponsored or University-affiliated program or activity, the appropriate University office(s) (which may include DEI, Human Resources, John Carroll University Police Department, Dean of Students Office, or the Vice Provost for Academic Affairs, or others) will investigate the report and take appropriate steps to resolve the matter. While the University will take all reasonable steps to respond to all reports of Discriminatory Acts or Bias-Related Incidents, the University may have limited or no direct control over the conduct of Third Parties.
 - e. All parties involved in the Report are entitled to a fair, thorough, and objective resolution of any Report made in good faith.
 - f. As a condition of employment, all employees (inclusive of both faculty and staff, whether full-time or part-time) are expected to participate in any investigation of a [Discriminatory Act](#) or [Bias-Related Incident](#) upon receiving a directive to do so from any University officials charged with facilitating the resolution process. Participation includes responding to questions and providing relevant information.
 - g. Following investigation, a determination will be made by appropriate individuals regarding the resolution of the [Report](#), consistent with the applicable policy. If it is determined that this Policy has been violated, the individual(s) found responsible will be subject to appropriate [corrective action](#), up to and including: termination of employment for employees; dismissal from the institution for students; and permanent separation from

I-6.9 Non-Discrimination, Non-Harassment, and Bias-Related Incident Policy

the University and University property for [Third Parties](#), consistent with the applicable policy. In addition to these actions, individuals may also be subject to criminal and/or civil proceedings. The University's response to a violation of this policy will be intended to be reasonably calculated to end the conduct, prevent its recurrence, and remedy its effects, as appropriate. The resolution of Bias-Related Incidents will include consideration of the impact of the incident and the intent of the Respondent.

- h. At the University's discretion, and in accordance with other applicable procedures, University officials may take other appropriate actions to correct issues caused by the [Discriminatory Act\(s\)](#) or [Bias-Related Incident](#). This may include remedies for the [Complainant](#) or other individuals impacted by the Discriminatory Act or Bias-Related Incident, with the goal of addressing the effect(s) of the Discriminatory Act or Bias-Related Incident.
- i. Although a [Discriminatory Act](#) or [Bias-Related Incident](#) may take the form of a violation against a single individual or number of individuals, in a close community, such conduct can offend and/or impact the entire community. For that reason, communication to the broader community about the Discriminatory Act or Bias-Related Incident and the University response may be required. The affected individual(s) will be consulted regarding any communication to the University community whenever possible. Under the [Clery Act](#), the University, via JCUPD, must issue timely warnings for incidents reported to them that could pose a serious or continuing threat to the safety of the JCU community. The University will undertake reasonable efforts to ensure that a [Complainant's](#) name and other identifying information is not disclosed in any timely warning, while still providing enough information for community members to make safety decisions in light of the potential danger.
- j. Upon final resolution, the University official or office assigned to investigate and resolve the [Report](#) will provide the [Respondent](#) with the final outcome and the [Complainant](#) with information about the closing of the process and/or the outcome, consistent with the applicable policy and as appropriate in light of the constituency of the parties.
- k. The University official or office assigned to investigate the [Report](#) shall inform the Vice President for DEI (or designee) regarding the investigation and resolution of the Report, consistent with the applicable University policy and procedures.
- l. The Diversity, Equity & Inclusion Office will maintain records as to the outcomes of all [reports](#) of [Discriminatory Acts](#) or [Bias-Related Incidents](#). The DEI Office will provide a summary or resolution document related to the investigation and resolution (including any written communication or letter provided to the Respondent Party) to the appropriate office, which for Faculty Respondents will be the appropriate Dean's Office and the Provost & Academic Vice President's Office; for Staff Respondents will be Human Resources and the Respondent's supervisor as appropriate; and for Student Respondents will be the office of the Dean of Students, as appropriate.
- m. This Policy does not intend to confer any legal or contractual rights to any person who is not an employee or a student of the University. At the

I-6.9 Non-Discrimination, Non-Harassment, and Bias-Related Incident Policy

University's discretion, any individuals who are not employees or students (including [Complainants](#) or [Respondents](#)) may or may not be granted the same opportunity to fully participate in the resolution process, to receive proprietary information, or to learn the outcome of any investigation.

- D. **Non-Retaliation:** Those individuals reporting any actual or potential [Discriminatory Act](#) or [Bias-Related Incident](#), as well as any individuals participating in the process of resolving a Report, are protected against retaliation. All employees, students, contractors, vendors, and visitors to the University are prohibited from retaliating against or harassing (in any form or using any medium, including any physical or electronic means) an individual who reports in good faith a concern regarding any Discriminatory Act or Bias-Related Incident. (See [Non-Retaliation Policy](#), for further information on the University's Non-Retaliation requirements).
- E. **Misuse and False Reports:** Any intentional misuse of the Bias Reporting System to cause harm to another person or group is subject to review under the auspices of the University's Community Standards, codes of conduct, and/or other policies. This policy strictly prohibits knowingly making false statements or knowingly submitting false information during the reporting or resolution process.
- F. **Records:** Records regarding [reports](#), investigation and resolution regarding any [Discriminatory Act](#) or [Bias-Related Incident](#) will be maintained in a private manner and shared only with those with a need-to-know and a legitimate purpose, consistent with the requirement to conduct a thorough and impartial investigation and meet relevant legal requirements. Reports originating in or shared with JCUPD or other law enforcement agencies are considered public records and are subject to Ohio Public Records laws, and public records requests.

DEFINITIONS

- A. **Bias-Related Incident:** A verbal or physical act that manifests as prejudice or intolerance by intimidating, mocking, degrading, insulting, or threatening a member, group or property based - in whole or in part - upon consideration of real or perceived race, age, color, sex, sexual orientation, gender identity or expression, religion, ethnic or national origin, disability, military or veteran status protected under federal law, or genetic information.

Examples of Bias-Related Incidents include, but are not limited to, epithets, slurs, insults, negative stereotyping, threats, intimidation, or hostile acts of communication in spoken, written, or electronic media that relate to the classifications cited above that are protected by federal, state or local laws and University policies.

A Bias-Related Incident does not necessarily fall within the definition of a [Discriminatory Act](#) as defined in this policy. A Bias-Related Incident is not required to be a crime or a violation of federal, state or local laws. Such an incident does not need to unreasonably interfere with an individual's working or learning conditions or performance, create an objectively hostile, intimidating, or offensive work environment, or otherwise adversely affect an individual's working or learning opportunities in order to constitute a Bias-Related Incident.

I-6.9 Non-Discrimination, Non-Harassment, and Bias-Related Incident Policy

- B. **Bias-Reporting System:** The University's [online system](#) for use by faculty, staff, students or visitors to file reports of alleged Bias-Related Incidents or Discriminatory Acts on campus or in a University-related function or activity. The system is accessed at <https://jcu.edu/bias>.
- C. **Bias Response Team:** The Bias Response Team is the designated University group that reviews Bias Reports and assists in determining the applicable policy or procedure that should be utilized to address each Bias Report. Depending on the role of a Bias Response Team member, a member of the Bias Response Team also may conduct an investigation and/or facilitate resolution of a Bias Report. The Bias Response Team is appointed by the Vice President for Diversity, Equity & Inclusion and typically consists of the following individuals or their designees: the Vice President for DEI; the Dean of Students; the Assistant Vice President for Human Resources; the Vice Provost for Academic Affairs; the Senior Director of Residence Life; the Title IX Coordinator; or others appointed by the Vice President for DEI.
- D. **Discriminatory Act:** An action resulting in [Discrimination](#), [Discriminatory Harassment](#), and/or a [Hate Crime](#).
- E. **Discrimination:** An intentional adverse action that results in an individual or a group of persons being treated in a disparate or adverse manner, compared to others who are similarly situated, motivated in whole or in part on the basis of any of the following as defined and protected by applicable law: race, age, color, sex, sexual orientation, gender identity or expression, religion, ethnic or national origin, disability, military or veteran status protected under federal law, or genetic information. By way of example, intentionally terminating an employee or treating a group of individuals disparately on the basis of a protected class for actions or attributes that would be tolerated in an individual not in a protected class is discrimination.
- F. **Discriminatory Harassment:** Unwelcome, objectively offensive or intimidating intentional conduct of a verbal or physical nature, which, on the basis of race, age, color, sex, sexual orientation, gender identity or expression, religion, ethnic or national origin, disability, military or veteran status protected under federal law, or genetic information, has the purpose or effect of unreasonably interfering with an individual's working or learning conditions or performance, creates a hostile, intimidating, or offensive working or learning environment, or otherwise adversely affects an individual's employment or educational opportunities. By way of example, offensive or intimidating jokes, derogatory expressions or comments, displays or circulation of graphics, cartoons or objects based on any protected status listed above that have the effect described above may be considered discriminatory harassment.
- G. **Hate Crime:** A criminal offense under federal, state or local law that is motivated, in whole or in part, by actual or perceived membership in a protected group based on race, age, color, sex, sexual orientation, gender identity or expression, religion, ethnic or national origin, disability, military or veteran status protected under federal law, or genetic information. Such crimes typically manifest evidence that the victim(s) was intentionally selected because of the [Respondent](#)'s bias against the victim(s). Hate crimes may include threatened, attempted, or actual crimes, such as assault and battery, vandalism, or other destruction of property, or verbal threats of physical harm.

I-6.9 Non-Discrimination, Non-Harassment, and Bias-Related Incident Policy

- [The Jeanne Clery Disclosure of Campus Security Protocol and Campus Crime Statistics Act of 1990 \(20 U.S.C. § 1092\(f\)\)](#) (also known as "The Clery Act") defines Hate Crimes for the purposes of its reporting requirements. In compliance with this federal statute, annual statistics of criminal offenses, hate crimes, and violations of the Student Code of Conduct outlined must be disclosed in a yearly report. Any criminal offense (such as murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, or arson), or any incident of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that is motivated by an individual's or group's protected identity also must be reported as a Hate Crime.
- H. **EthicsPoint:** The University's third-party compliance hotline to accept reports of violations of University policies, including this policy or the law, from University employees and students, via the [online system](#) or telephone hotline.
- I. **Report:** A disclosure of a known or suspected [Discriminatory Act](#) or [Bias-Related Incident](#) to the Vice President for DEI, a Bias Response Team member, or the [Bias-Reporting System](#) or [EthicsPoint](#). Additionally, a disclosure of a known or suspected Discriminatory Act to any University official designated as a [Responsible Employee](#) under the University's Mandatory Reporting Policy, regardless of whether the disclosure occurs in person, in writing, or through electronic communication.
- J. **Complainant:** An individual who is the subject of alleged conduct that could constitute a [Discriminatory Act](#) of a [Bias-Related Incident](#).
- K. **Respondent:** An individual or entity who has been reported to have engaged in conduct that could constitute a [Discriminatory Act](#) or a [Bias-Related Incident](#).
- L. **Responsible Employee:** Under this policy, all University employees are deemed Responsible Employees with a mandated responsibility to report incidents related to [Discriminatory Acts](#), except for doctors; nurses acting under the direction of a doctor; licensed counselors; or ordained members of the clergy acting in that capacity.
- M. **Campus Security Authorities:** According to the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#), the University is required to disclose statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a Campus Security Authority: defines in the law as an *official of the institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings*. The definition also includes faculty and staff who provide advising, coaching, mentoring or other forms of responsible charge for groups of students. This would not include faculty in the normal course of instruction, staff in typical working interactions with students or others who have casual contact with students or groups of students. Rather, Campus Security Authorities are those identified by role as being in advisory or supervisory positions with student athletes, groups and organizations and/or those identified as someone to whom students should report incidents of criminal behavior.
- N. **Third Party:** Any individual or group that is not a member of the University Community (i.e. contractor, vendor, visitor, volunteer etc.) Examples include but are not limited to: an employee of a contractor, a visitor to campus, staff at an off-

I-6.9 Non-Discrimination, Non-Harassment, and Bias-Related Incident Policy

campus service or educational site, liaisons for professional experiences both on- and off-campus, etc.

CROSS REFERENCES

- A. University Policies and Procedures
 - a. [Sexual Harassment & Interpersonal Violence Policy](#)
 - b. [Title IX Grievance Procedures](#)
 - c. Mandatory Reporting Policy
 - d. [Staff Grievance Procedures](#)
 - e. [Non-Retaliation Policy](#)
 - f. [Corrective Action Policy](#)
 - g. [Workplace Violence Prevention Policy](#)
 - h. [Hate-Free Policy](#)
- B. Other University documents and forms
 - a. [Community Standards Manual](#)
 - b. [Faculty Handbook](#)
 - c. [Discrimination and Discriminatory Harassment Reporting Form](#)
 - d. [Bias-Reporting System](#)
 - e. [EthicsPoint](#)
- C. Federal Regulations, Statement, and Mandates
 - a. [The Jeanne Clery Disclosure of Campus Security Protocol and Campus Crime Statistics Act of 1990 \(20 U.S.C. § 1092\(f\)\)](#)

This policy will next be reviewed **five years** from the approval date/date of last review.