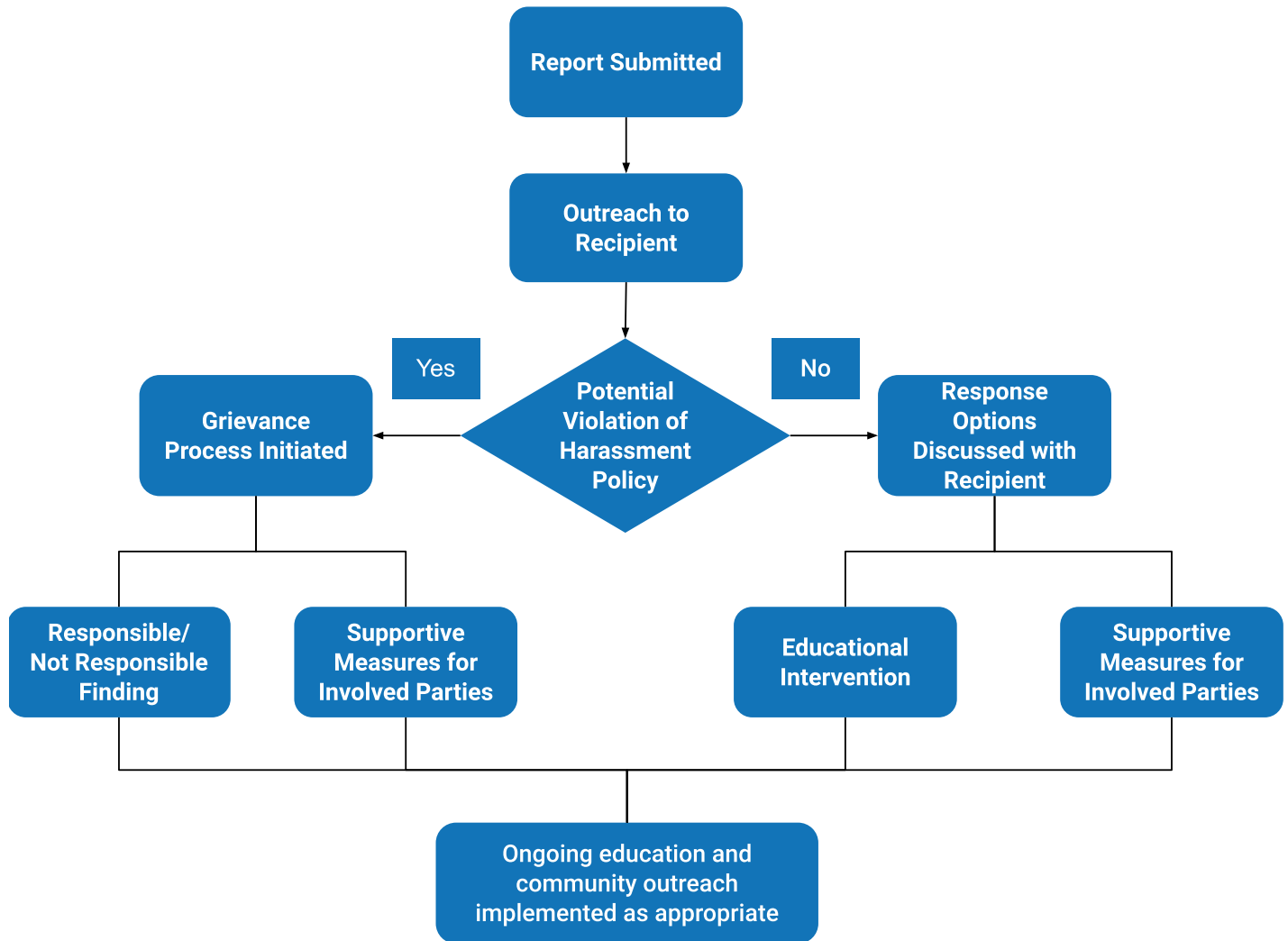


Bias Incident Response Process



Wheaton College values diversity, equity, and inclusion and is committed to maintaining an environment free from discriminatory conduct, including conduct that impedes the academic freedom, security, or well-being of any member of the Wheaton community. The college's Bias Incident Policy can be found online, but details on how to report an incident and the response process are included on the reverse side of this sheet.



Reporting

Wheaton community members and visitors who may have experienced, witnessed, or have information regarding a Bias Incident are encouraged to immediately report it. Mechanisms for reporting are outlined below. If a Bias Incident is disclosed to a staff or faculty member informally and outside of the mechanisms outlined below, those staff and faculty members receiving the disclosure may choose to report the disclosure to College administrators but are not required to do so unless the disclosure is made by an employee whom the staff or faculty member supervises.

Emergency Situations. In emergency situations, contact Campus Safety at 508-286-3333;

Bias Incident Report Form. In non-emergency situations, you may report by completing the online Bias Incident Report Form. [3] Community members can also access the form via the LiveSafe App or by clicking on Community Reporting Options under the Campus Life tab on the College's InsideWheaton page. Intake of Bias Incident Report Forms is conducted by the Bias Incident Response Officer.; or

Reporting to an Administrator. In non-emergency situations, you may report directly to the administrators listed below. Reports should include a detailed account of the incident, including the date, time, and location and the names of the individuals involved including any witnesses.

Caraline Somerville

Title IX Coordinator and Bias Incident Response Officer
somerville_caraline@wheatoncollege.edu
508-286-3261

Zachary Irish (contact person for student concerns)

Associate Vice President for Student Affairs
irish_zachary@wheatoncollege.edu
508-286-3447

Avanti Seymour (contact person for faculty concerns)

Director of Faculty Affairs and Academic Operations
provost@wheatoncollege.edu; seymour_avanti@wheatoncollege.edu
508-286-3482

Omaira Roy (contact person for staff concerns)

Associate Vice President, Human Resources
roy_omaira@wheatoncollege.edu
508-286-3544

Dr. Luis Paredes

Associate Vice President, Institutional Equity and Belonging
paredes_luis@wheatoncollege.edu
508-286-3482

Roy Mulcahy

Chief/Director, Campus Safety
mulcahy_roy@wheatoncollege.edu
508-286-3333

Response Protocol

Upon receiving a report of a Bias Incident, Wheaton will respond in a prompt, equitable, and effective manner by following the protocol outlined below:

Review and Initial Response. The Bias Incident Response Officer will lead initial response, including timely review of the report and coordinating outreach to any identified recipient(s). Any person impacted by or otherwise involved in a bias incident is entitled to have an advisor or support person with them in any conversation related to incident response. Initial response measures may include but are not limited to: evaluating and responding to the immediate needs of the Recipient(s); connecting the Recipient(s) to appropriate offices for support; where appropriate, assisting in the development of any community-wide notice or response (in consultation with the Recipient(s) and appropriate administrators); and recommending preventative and responsive education and programming, where appropriate.

Consultation with BIPR Team Members. When received through the reporting mechanisms outlined above, the Bias Incident Response Officer will also promptly contact the appropriate member(s) of the BIPR Team to coordinate next steps. BIPR Team members (listed above) include those in leadership positions from the offices of Student Affairs, the Provost, Human Resources, Institutional Equity and Belonging and Campus Safety.

Coordination with Disciplinary Offices and / or Local Law Enforcement. Appropriate administrative offices will review Bias Incident Reports to determine whether the conduct reported could constitute a violation of College policy or law. For example, Bias Incident reports identifying a student as an Alleged Perpetrator that may implicate Wheaton's Honor Code or Community Standards will be reviewed by the Office of the Dean of Students and addressed through the Student Conduct process. Similarly, the College may coordinate with local law enforcement on any Bias Incident report which may violate Massachusetts law.

Educational Response. Where a Bias Incident report does not violate Wheaton policy or the law, the College may address the report through an educational response that may include conflict resolution, where appropriate, and non-disciplinary approaches for addressing the Alleged Perpetrator's conduct and the Recipient's experience. Additionally, where a Bias Incident does violate Wheaton Policy, the Disciplinary Offices adjudicating the violation may issue appropriate sanctions, including educational sanctions.

The complete policy can be found at <https://wheatoncollege.edu/bias-incident-policy-reporting/>