









## B. Encouraged Reporting by Other Covered Persons

St. Thomas strongly encourages any person who believes they have experienced or witnessed unlawful discrimination, a hate crime or harassment to make a report. In addition, if a community member or someone they know has been adversely affected by a suspected bias incident, they are encouraged to make a bias incident report, even if they are unsure whether the incident rises to the level of a policy violation.

Suspected hate crimes should be reported to Public Safety and law enforcement. For other bias incidents, there are multiple ways to report. Please see **Appendix A**.

## SECTION VII. RESPONSE TO BIAS INCIDENTS

### A. Voluntary, Personal Response

An individual who believes they have been or are being subjected to a bias incident, including harassment or other unlawful discrimination, may voluntarily choose to directly address the behavior. In such a situation, the individual is encouraged to clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable.

If the behavior does not stop, or if the individual does not want to directly address the offender, the individual is strongly encouraged to report directly to St. Thomas through one of the methods described in this policy.

While direct communication is encouraged when it may effectively resolve an issue, under no circumstances will an individual be required to use personal resolution to address prohibited behaviors, rather than reporting the conduct to St. Thomas for investigation and responsive action.

### B. St. Thomas Response

St. Thomas will review all bias incident reports it receives, investigate the reports if needed to gather the relevant facts, and take whatever responsive action it determines appropriate. Details of bias incident reports, investigations and resolutions will be kept confidential to the extent practicable, consistent with the need to investigate and address any adverse impact on the affected individual and broader community. Appropriate administrators may be notified of reports that are likely to have a broader impact on the campus community, including but not limited to the Office for Diversity, Equity and Inclusion.

Due to privacy laws and concerns, St. Thomas may be limited in the information it can share with community members about the details and resolution of a particular bias incident, including reports of harassment and hate crimes. However, the office investigating the matter will strive to provide to the reporting party periodic status updates as appropriate and communication regarding the conclusion of the process. In addition, when other community members are aware of an incident or issue, St. Thomas may respond to community concerns or communicate with the broader community.

## SECTION VIII. DETERMINATIONS OF POLICY VIOLATIONS AND SANCTIONS

Violations of this policy may result in disciplinary action up to and including termination of employment or contract, expulsion, withdrawal of an offer of admission or employment, and exclusion from campus. Because conduct that violates this policy may vary in degree, different conduct may result in different kinds of sanctions.

Reported conduct that does not rise to the level of a hate crime or harassment may be addressed through appropriate measures, including but not limited to educational measures, restorative measures, and discipline under other applicable university policies .

#### SECTION IX. NO RETALIATION

St. Thomas prohibits retaliation against any individual for making a good faith report under this policy, participating as a witness in an investigation of a report, being a party or witness in a legal proceeding resulting from a report , refusing to engage in conduct the individual believes in good faith to be unlawful or a violation of this policy or engaging in other legally protected conduct . Any person who retaliates in violation of this policy will be subject to discipline or sanctions, up to and including termination of employment, expulsion or otherwise ending the individual's relationship with St. Thomas .



