

# Bias Incident Response Procedure System

## Bias Incident Report

Intake Method: Maxient Form

## Screen & Route

Managers screen report for routing. Participants include the executive director of Human Resources, and the Student Conduct Officer

Managers route the report to the appropriate system(s) for processing. This can be the student conduct code, employee discipline, bias response, or counselling referral.

## Bias Response Team

Coordinator activates the Bias Response Team and schedules a meeting with/for them. (3) Three participants \*may\* include:

- Stakeholder group members
- Content-informed staff
- Fact finders\*
  - Legal counsel
  - HR
  - Public safety
  - Counseling

\*Fact finders are anyone directed to investigate or retrieve pertinent information

## Evaluation

Bias Response Team evaluates the report in a private meeting. Note: all facts and evidence will be kept confidential.

Determinations:

1. What is the appropriate educational response?
2. What is the scope and depth of such a response?
3. What are the intended outcomes?
4. What follow up should occur?

Records discovery:

Fact finding evidence  
Consultant recommendations  
Stakeholder group response(s)  
Restorative justice dialogue

## Recommendation

Bias Response Team will draft a written recommendation for the appropriate manager/executive.

The manager will deliver the recommendation, or delegate the task to another appropriate individual.

Incident Report 'cases' will be closed out, and aggregate data will be collected by the coordinator for annual bias reporting.

