

REED COLLEGE

## Basic Elements of a Bias Incident or Discriminatory Harassment Report

The following information is important and whenever possible should be included when reporting an incident or disclosure to someone trained to receive discriminatory harassment reports:

- Name and Reed affiliation (e.g. student, faculty, staff) of the person making the report
- Name and Reed affiliation of the subjects of the report, i.e. the alleged target of discriminatory harassment or bias and the alleged perpetrator of discriminatory harassment or bias or witness(es)
- A brief statement of the event or events which are the cause of the report, including relevant date(s), locations, which protected class(es) were targeted, etc.
- Any relevant documents (photos, videos, audio, screenshots, e-mails, documents, etc.)

Report the incident that a student or other community member has communicated to you by contacting the appropriate college official trained to receive discriminatory harassment reports. Appropriate college officials will follow up with the involved community member(s), if necessary. Reports that do not require an immediate investigation will be monitored for potential patterns of concern.

Appropriate college officials trained to receive reports:

Community Safety Gary Granger 503-771-1112 x.0 grangerg@reed.edu	Office for Inclusive Community Dayspring Mattole 503-777-7518 mattoled@ref