



The College of Saint Rose Bias Response Policy

Policy Number:
Responsible Office:
Origination Date:
Revision Date:

I. Purpose

The College of Saint Rose is committed to the fundamental belief that all people should be treated

- C. Bias Response Team (BRT): A team of administrators, faculty, staff, and students who receive, review, and respond to notifications of bias-related incidents, discrimination and harassment complaints.
- D. Covered Individual: All students, faculty, staff, volunteers, and contractors and other persons conducting business with the College.
- E. Complainant: The individual who makes the initial claim regarding bias and/or discrimination. If the actual complaint is anonymous, the BRT may act as the Complainant.
- F. Designated Official: The Bias Response Team and other College officials who are designated in other College policies to receive and investigate notification of bias incidents, discrimination, harassment or hate crimes.
- G. Discrimination: Treating a Covered Individual less favorably because of that individual's Protected Status. For purposes of this Policy, Discrimination includes biased behavior, harassment and hate crimes.
- H. Employee: In this Policy, Employee refers to individuals who hold full-time or part-time positions as faculty members, administrators, or staff members.
- I. Harassment: Severe, persistent, or 65(i)lb9373(, pe)-6,.9968fs

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4. Specific notifications brought to faculty, supervisors, or area heads will be referred to the BRT. All members of the Saint Rose community have the responsibility to ensure a report is filed with the BRT, who will work with appropriate campus officials and determine findings.

C. Complaints:

1. Complaints should be filed promptly after an incident of alleged bias behavior, discrimination, harassment, or hate crime. To ensure the prompt and thorough review of a bias behavior, discrimination, harassment, or hate crime complaint, the Complainant should provide as much information as possible.
2. Within ten (10) business days of receiving the bias incident report, the Bias Response Team will assign two members to begin a review and determine if the complaint can be resolved informally, with education, counseling, mediation and other methods.
3. If it cannot be resolved informally, the Bias Response Team will initiate an investigation to gather evidence related to the complaint.

D. Investigations:

1. The two assigned members will be known as the Bias Response Team for the investigation and

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VII. Community Care

- A. The Bias Response Team will assess the needs of The Saint Rose community. An email may be sent to the appropriate affected individuals after the situation has been assessed and next steps identified.
- B. The Bias Response Team

2. For students > Assistant Vice President for Student Development

- F. These secure files will be kept separate from all other human resources and Student files maintained by the College. No record of a complaint is kept in the complainant's human resources or student file, unless the investigation concludes that the complaint was reckless or frivolous.
- G. All information pertaining to allegations and incidents under this Policy are maintained in secure files by Chief Diversity Officer.

IX. Retaliation

- A. The College condemns retaliation against anyone who participates in a review or investigation under this Policy and will take adequate steps to ensure that the Complainant and any Witnesses are protected from retaliation throughout the processes in this Policy.

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2. Gather campus climate data regarding bias-motivated expressions and behaviors.
3. Maintain an updated incident log of all reported incidents, omitting all names and including a brief summary of the behavior/expression being reported.
4. Communicate with the campus about specific incidents and/or campus climate trends, when deemed appropriate.
5. Make data-informed policy recommendations.
6. Recommend and assist with data-informed educational programming, largely in collaboration with other campus entities addressing equity and inclusion.