

Reporting and Resolution Protocol for Discrimination, Harassment, and Bias

Consistent with Knox College’s historical commitment to inclusivity, the College today aims to create a campus that is welcoming for all students, staff, and faculty and a climate that is safe, respectful, and free from all forms of bias. Discrimination, harassment, and bias incidents, however, often fall beyond the scope and protection of existing discrimination laws and regulations. Therefore, it is imperative that we respond as a unified educational community to address such behavior while respecting the rights of all individuals to freedom of speech and expression. It is Knox College’s position that acts of discrimination, harassment, and bias require a response that asks all members of our community to uphold our shared values of goodwill and acceptance.

Table of Contents

- A. Reporting Discrimination, Harassment, and Bias Incidents
 - B. Bias Incident Response Team
 - C. Campus Resources
 - D. External Resources
 - E. Changes In This Protocol
-

A. Reporting Discrimination, Harassment, and Bias Incidents

Reports or complaints alleging acts of discrimination or harassment based on sex, pregnancy, gender identity or expression, race, color, creed, national or ethnic origin, religion or religious affiliation, sexual orientation or preference, age, marital or family status, disability, veteran status, or other status protected by applicable federal, state, or local law may be made online using the [Anonymous Report Form](#) or in person to any of the following offices:

<i>Name of Office</i>	<i>Location</i>	<i>Phone</i>
Dean of Students	Old Main 101	309.341.7225
Associate Dean of the College	Old Main 101	309.341.7214
Human Resources	Admin Services 109	309.341.7200
Campus Safety	Admin Services 105	309.341.7979
Title IX Coordinator	Old Jail 12	309.341.7751

Members of the Knox College community who feel they have witnessed or been subjected to a discrimination, harassment or bias incident are highly encouraged to report the incident as soon as possible. In the event that a student reports a bias incident to a member of the faculty or staff, that employee should encourage the student to report the incident.

When reporting the incident:

- Please provide a detailed account of the incident including date, time, and location.
- Do not remove or tamper with physical evidence. Contact Knox Campus Safety to document and collect physical evidence.
- If the incident involves a verbal act, write down exactly what was said to the best of your recollection.
- Identify the perpetrator(s) if known or provide a detailed description of the individual(s) involved.
- List all witnesses including their names and contact information.
- Include other pertinent information that may assist Knox in responding to the incident.
- If the incident was in the form of graffiti, vandalism, or public postings, Campus Safety will document it for evidence.
- If the incident was in the form of email, text, message, or communication through a social network site, do not delete the message. If at all possible, print the message so it may be used in the investigation.
- If the incident was in the form of a telephone call, then record the time and date of the call and keep a record of the telephone number if you have caller ID.

It is recommended that a report be completed as soon as possible after the incident and that the reporting party keep a written record of the above details.

B. Bias Incident Response Team

A team of College officials serves as the Bias Incident Response Team, responsible for coordinating any alleged or suspected violations of bias and the resolution of such alleged bias or suspected violations. The Bias Incident Response Team is composed of: Associate Dean of the College, Dean of Students, Director of Campus Safety, Director of Human Resources, and Title IX Coordinator.

Depending on the nature of the alleged incident and whether the parties involved are faculty, staff, students, contractors, visitors or guests, the specific individuals responsible for addressing and resolving the incident may vary. In all cases, the procedures will include the basic elements outlined below:

- Initial assessment by the Bias Response Team
- Interim measures and remedies where appropriate
- Consideration of voluntary resolution, where appropriate
- Investigation and resolution if voluntary resolution is not appropriate
- Sanctioning by the appropriate College official
- Referral to the appropriate appeal process
- Protection from retaliation

Annually, the Bias Incident Response Team will compile aggregate data on reports received and resolved in the previous year. The President will present an aggregated summary of bias-related

incidents and investigative outcomes to the Campus Diversity Committee, which will analyze these reports to identify institutional patterns and recommend programmatic responses to ameliorate conditions that contribute to the recurrence of bias-related incidents.

C. Campus Resources

The following College offices are available for any community member who may wish to seek assistance.

<i>Name of Office</i>	<i>Location</i>	<i>Phone</i>
Dean of the College	Old Main 105	309.341.7706
VP for Student Development	Old Main 101	309.341.7221
Dean of Students	Old Main 101	309.341.7225
Associate Dean of the College	Old Main 101	309.341.7214
Human Resources	Admin Services 109	309.341.7200
Campus Safety	Admin Services 105	309.341.7979
Title IX Coordinator	Old Jail 12	309.341.7751
Counseling Services	Furrow Hall	309.341.7492
International Student Services	Alumni Hall 105	309.341.7163
Campus Life	Seymour 137	309.341.7527

D. External Resources

In addition to Knox College’s response to acts of discrimination, harassment and bias, the following federal, state and local organizations may be resources for investigating and responding to acts of hate, prejudice and bias:

Office for Civil Rights -- Headquarters

Office for Civil Rights
 U.S. Department of Health and Human Services 200 Independence Avenue, S.W.
 Room 509F HHH Bldg.
 Washington, DC 20201

Office for Civil Rights -- Illinois

Office for Civil Rights
 U.S. Department of Health and Human Services
 233 N. Michigan Ave., Suite 240
 Chicago, IL 60601
 800-368-1019

Illinois Human Rights Commission

James R Thompson Center
 100 W Randolph St Suite 5-100
 Chicago, IL 60601
 312-814-6269

Department of Human Rights

James R Thompson Center
100 W Randolph St Suite 10-100
Chicago, IL 60601
312-814-6200

Equal Employment Opportunity Commission

500 West Madison Street
Suite 2000
Chicago, IL 60661
800-669-4000

Galesburg Police Department

150 S. Broad Street
Galesburg, IL 61401
309-343-9151

Galesburg Community Relations Commission

The Community Relations Commission's duties and powers shall encompass the following:

To conduct research, publish, and utilize studies in the field of intergroup relations and to develop and implement procedures to educate the community, equalize opportunities, eliminate discrimination, and promote good will among all persons.

To receive and record any complaint alleging discrimination against any person because of race, color, religion, gender, sexual orientation, national origin, marital status, Vietnam veteran status, unfavorable military discharge, ancestry, age, or physical or mental handicap, as defined by City Ordinance.

To seek to resolve conflicts between persons involved in complaints, which are within the jurisdiction of the commission. (Galesburg Municipal Code, Title III, Administration, Chapter 33, City Boards, Commissions, & Organizations, Section 37.20-37.28)

E. Changes in this Protocol

The College reserves the right to make adjustments and changes in this protocol at any time.

Updated January 2018.