Bias-motivated Incident Reporting Plan

Introduction

The Bias-motivated Incident Reporting Plan is in place to support a safe learning and working environment, and allows for better recognizing and responding to those incidents motivated by bias. It is a proactive process to assist Bates Technical College in its accountability to students, staff and the visiting public for addressing bias incidents that negatively impact campus operations and educational activities. This is a collaborative effort on the part of faculty, staff, administrators and students to streamline existing efforts to address bias-motivated incidents at Bates Technical College.

Definitions

- **Bias**: A personal and often unreasoned judgment for or against one side in a dispute; to influence in a particular, typically unfair direction; prejudice.
- **Prejudice**: An unfavorable opinion or feeling formed beforehand or without knowledge, thought or reason; any preconceived opinion or feeling, either favorable or unfavorable; unreasonable feelings, opinions, or attitudes, generally of a hostile nature, regarding a racial, religious, or national group.
- **Bias Incident**: A bias incident is conduct, speech or behavior that is motivated by prejudice or a bias toward another person, but it does not rise to the level of a crime. Bias incidents violate college policy and are reported using the bias-motivated incident reporting plan. **Incidents that rise to the level of harassment are handled through existing harassment reporting processes through Human Resources.**
- Hate crimes must meet two criteria: 1) a crime must occur, such as physical assault, intimidation, or arson; and, 2) the crime must be motivated by bias or prejudice. Incidents of this nature are criminal and along with violating college policies, they are illegal and punishable through customary law enforcement channels.

Reporting

Reporting forms may be found in the Diversity Center (E301), or Student Services (M211), or online at www.bates.ctc.edu. To the extent possible, information contained in the reports may be maintained confidentially. Everyone is encouraged to report all incidents of bias as promptly as possible.

Process

- All forms will be received by the College Diversity Coordinator.
- Upon reviewing the completed form, the College Diversity Coordinator will then compile all information provided into a confidential database, with a report generated and submitted to the Vice President for Human Resources on a regular basis.
- The Vice President for Human Resources will take appropriate action.
- In case of a crime, the submission will be forwarded to Campus Safety and/or facilities, if applicable.
- An annual summary report will be forwarded to the Executive Cabinet and the Board of Trustees each year.
In accordance with Washington Administrative Code, the following Board Policies were developed to ensure a safe and respectful campus environment.

**Nondiscrimination Statement: Board Policy 303.1.A.2**

The College prohibits discrimination on the basis of race, color, religion, marital status, age, disability, national origin, sex (gender), sexual orientation, veteran status, or any other prohibited basis in accordance with Title VII, Civil Rights Act of 1964 as amended, Title IX, Federal Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) of 1990, and any other applicable federal and state laws.

**Harassment-free Environment: Board Policy 303.18.R**

- **Policy Statement**
  
  It is the College's intent to provide a working and learning environment free from all unlawful or inappropriate verbal, physical, and visual forms of harassment, discrimination and retaliation.

  The College expects its employees to accomplish their work in a respectful, professional manner at all times. The College also expects its students to participate in the learning process in a respectful, professional manner at all times. Offensive or inappropriate behavior will not be condoned. Employees and students must, therefore, avoid any action(s) or conduct that could be viewed as harassment, discrimination, and/or retaliation. Every employee and student is responsible for supporting this commitment.

- **Zero Tolerance**
  
  The College supports a zero tolerance approach to any form of harassment, retaliation and/or discrimination of employees or students by other employees, students, vendors, volunteers, visitors, interns, work study students, or other persons, who for any reason, are on the premises of Bates Technical College.

  Harassment or discrimination based on gender, sexual orientation, religion, age, race, ethnicity, disability or any other protected class established by law is unlawful and subject to immediate corrective action up to and including termination. Further violation of Personnel Policy 303.1.A. Affirmative Action, the principles of affirmative action and equal opportunity employment and B. Sexual Harassment will not be tolerated and consequences may include disciplinary action, including termination. This policy includes affirmative action plan, non-discrimination, equal pay, Title IX, Nepotism, Disabled and Vietnam Era Veterans, Non-Discrimination of Persons of Disability, and Age.