Bias Education Support Team (BEST) Process

Incident Report (IR) Initiated by Reporting Party Report **Evaluate** Incident Report (IR) is received and recorded on Maxient Respond Record On-call Team immediately manages safety issues, if needed **Assess** On-call Team reviews Incident Report (IR) for overlap of Title IX, Community Standards, or HR concerns If no overlap is present, Incident Report (IR) is passed If overlap, the appropriate Title IX, Community on to the Chair of BEST Standards or HR procedures take lead, but with an added support from the BEST team Chair of BEST reviews Incident Report (IR) and assign Incident Report (IR) to BEST member Assigned BEST member makes initial contact with reporting individual or group After Conversation with reporting individual/group, After Conversation with reporting individual/group, and further action is required and no further action is required Continued engagement and support to reporting individual/group \forall Engage with the reported individual/group to gather more information Provide mediation, resources, or other appropriate Assigned BEST member check-in and follow to the reporting and reported individual/group Anonymized summary of engagement and outcome as it relates to the original Incident Report (IR) Monthly Actions: Meeting to discuss reports, trends, and potential initiatives Annual Actions: All Incident Report (IR) are anonymized, summarized, and made public through annual report posted on the BEST website

Guiding Principles:

All BEST interactions are intended to foster personal and intellectual development.

All BEST engagements are voluntary. All BEST outcomes are non-judgmental and non-punitive.