

Bias Incident Response Guidelines

The University of Pittsburgh is committed to maintaining a campus environment free from unlawful discrimination and harassment. Please use these guidelines if you witness or experience a bias incident so that the University may respond promptly and effectively. The University recognizes that each incident is unique and must be addressed as such. As a result, the information listed below is merely a guide. All incidents should be assessed in light of the fact that the University is deeply committed to addressing bias on campus.

WHAT IS A BIAS INCIDENT?

Bias incidents are acts committed against a person or group that are motivated in whole or in part by prejudice against the person's or group's sex, gender identity, sexual orientation, national origin, race, religion, disability, veteran status or other protected class.

Please note that just because the expression of an idea or point of view may be offensive or inflammatory, it is not necessarily a bias incident. The University values freedom of expression and the open exchange of ideas, and the expression of controversial ideas and differing views is a vital part of the University's mission.

WHAT SHOULD I DO WHEN I LEARN OF A BIAS INCIDENT?

When you see, hear of or experience an incident, you should:

- A.** If you believe there is a risk of imminent harm, a crime, or a threat, please contact the Pitt-Greensburg Campus Police (724-836-9865). This includes graffiti incidents. The Facilities Management Department also informs the Police Department of graffiti incidents.
- B.** Promptly contact the Pitt-Greensburg's Human Resources Office (HR) at (724-836-9902) m5k59@pitt.edu, or submit a report via the [report form](#). A staff member will promptly reach out to you seeking all relevant information such as: the name of the person who experienced the incident, the name(s) of the alleged perpetrator(s), what occurred, date, time and location.
- C.** Promptly contact/inform your immediate supervisor, director or dean. If the alleged perpetrator/respondent is your supervisor, do not speak with them about the incident. In this case, follow steps A and B only."
- D.** Retain all relevant records, photographs, documentation and materials relating to the incident.
- E.** If there is a known victim, explain to that person that you will report the incident to your supervisor and HR, and that while the University is sensitive to concerns about confidentiality that sometimes arise, it is obligated to investigate and cannot guarantee confidentiality.
- F.** If the victim wants to talk with someone who can maintain complete confidentiality, direct the victim to confidential resources such as the Pitt-Greensburg Counseling Center (724-836-9879), the

Pitt-Greensburg Health Center (724-836-9947), Blackburn Center at 1-888-832-2272 or Life Solutions at <http://www.hr.pitt.edu/lifesolutions>.

G. Be aware that Greensburg-HR and the appropriate leader in your department or unit will help establish the appropriate Response Team for the particular incident, which may include partners like Pitt-Greensburg leadership team, the Dean of Student Affairs, the Office of the President, Human Resources Office, the Police Department, University Communications, etc.

H. Be aware that Greensburg-HR and the Pitt-Greensburg leadership team will make prompt contact with affected individuals or group(s), offer the appropriate support resources (see above), and let them know that the incident has been reported and will be promptly investigated and addressed.

I. Be aware that Greensburg-HR and your campus leadership team will assess the need for immediate interim measures to address issues that impact the affected person's educational or employment environment. Common interim measures include "No Contact Orders," changes in work schedules, job assignments or housing, restricted access to facilities and referrals to counseling centers.

J. Know that Greensburg-HR and the response team will conduct a prompt, thorough investigation, to include an analysis of the incident/facts, and will make recommendations to the relevant department/responsibility center.

K. Continue to communicate with Greensburg HR and the response team relating to resolution and beyond.

Together we can work to maintain an educational and work environment that is free from unlawful harassment and discrimination. Incident reporting and response is a critical component of building that culture.