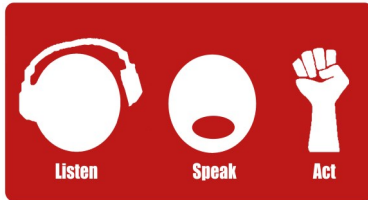


JUSTICE STARTS HERE



The Offices of Housing and Residence Life affirm and celebrate the dignity of all people. By entering into the residential communities, you agree to actively, intentionally, and continuously engage each member and guest in discussion and celebration of both our incredible differences and unifying commonalities.

LISTEN: to the stories of others. We seek not only tolerance of each other's unique identities, but greater understanding and holistic acceptance. By entering into the community, you are agreeing that you and your guests are equally accountable for the words and actions that take place within the community. We strive to create a community where listening takes priority in conversation. From listening will come understanding, positive and educational dialogue, and appreciation.

SPEAK: find your voice and be a voice for others. We empower you to respectfully confront and report instances of intolerance, injustice, and hate. We ask that you be open to being challenged on your own words, actions, and inactions with humility and understand that our intentions can be very different than our impact. Through sustained dialogue our community can restore broken relationships and find opportunities for healing and growth.

ACT: take personal responsibility for yourself, others, and this community. All persons who are marginalized, ridiculed, and demeaned in our community for their identities - visible and invisible - are entitled to a safe space in our home. It is the responsibility of each member of the SCU Housing and Residence Life community to create this safe space for all. We strive for an atmosphere of inclusion and unity at all times. We will not tolerate hateful talk or actions that make people feel unsafe in our community.

If you have questions or concerns, please contact:

Lester Deanes Assistant Dean Office of Student Life (408) 554-4583 ldeanes@scu.edu	Belinda Guthrie EEO and Title IX Coordinator EEO and Title IX Office (408) 554-4392 bguthrie@scu.edu
Margaret Russell (Beginning 9/2017) Associate Provost Office for Diversity and Inclusion (408)554-3383 mrussell@scu.edu	Raymond Plaza Director Office for Diversity and Inclusion (408)554-3383 rplaza@scu.edu

BUILDING A CULTURE OF CARE

BIAS INCIDENT

REPORTING PROTOCOL



Human dignity is the same for all human beings:
when I trample on the dignity of another, I am tram-
pling on my own. -Pope Francis

SANTA CLARA UNIVERSITY PROHIBITS BEHAVIOR MOTIVATED BY BIAS

BIAS INCIDENT

The University defines a bias incident as any speech, act, or harassing action that targets, threatens, or attacks an individual or group because of its actual or perceived race, color, national origin, ancestry, sex, sexual orientation, age, religious creed, physical or mental disability, medical condition, as defined by California law, marital status, citizenship status, gender identity, gender expression, genetic information, military or veteran status, or other status protected by law. Bias-related conduct in violation of the Student Conduct Code on the basis of actual or perceived religious faith and political affiliation/orientation is also prohibited.

UNIVERSITY RESPONSE TO BIAS INCIDENTS INVOLVING STUDENTS

Student Conduct Code, Section #12: Engaging in single or multiple acts – verbal, written, or physical—in violation of the Student Conduct Code motivated in whole or in part by a person or group’s actual or perceived race, color, national origin, ancestry, sex, sexual orientation, age, religious creed, physical, or mental disability, medical condition, as defined by California law, marital status, citizenship status, gender identity, gender expression, genetic information, military or veteran status, or other status protected by law, and which has the purpose or effect of unreasonably and substantially interfering with an individual’s or group’s safety or security, or which creates an intimidating, hostile, and objectively offensive educational, living or working environment. Bias-related conduct in violation of the Student Conduct Code on the basis of actual or perceived religious faith and political affiliation/orientation is also prohibited.

A report of a bias incident filed with the University is evaluated through the University Judicial System, if applicable. The University process is independent of a criminal investigation and court proceedings. The University reserves the right to review all student conduct that occurs on and off campus when such behavior is inconsistent with the Student Conduct Code.

Possible sanctions for students found responsible for committing a bias incident or hate crime include educational sanctions, disciplinary probation, suspension, and expulsion. When applicable, student employees are also subject to termination of employment at the discretion of the supervisor.

Please note that bias incidents occurring in the context of student employment at the University will be addressed by the Office of EEO and Title IX. Contact Belinda Guthrie at (408) 554-4113.

The complete University Judicial System is outlined in the student handbook and available on the Office of Student Life web page.

REPORTING PROCESS

**IF A HATE CRIME IS IN PROGRESS OR JUST OCCURRED,
CALL CAMPUS SAFETY AT (408)554-4444**

The Incident can be reported in one of the following ways:

- Contact Campus Safety (408) 554-4444 (Available 24-hours). Any Campus Safety officer can take a report and will forward the information to the Office of Student Life.
- Contact the Office of Student Life, 8 AM to 5 PM (408) 554-4583, Benson Memorial Center #205. Ask to speak with a member of the Dean’s staff.
- SCU Online Reporting (www.scu.edu/osl/report) - Select the “Bias & Hate” reporting option which will then allow you to contact the appropriate campus resource who will then follow up with you on the matter.
- Ethicspoint (www.ethicspoint.com) - This anonymous online incident reporting tool is available to Santa Clara University students, faculty, and staff to file incident reports of bias, discrimination, and harassment.

After a report is filed:

The University will conduct an in-depth investigation that may include interviewing individuals involved, potential witnesses, or complaints by any of the following: Campus Safety, the Office of Student Life, the Office of EEO and Title IX, other university administrators, and/or Santa Clara police officers. Acts of retaliation against any person filing a report are prohibited and will be subject to appropriate disciplinary action by the University.

Rights of the Reporting Party(ies)

The University will provide assistance in assuring the rights of the reporting party. Specifically, the reporting party has/have the right:

- To request and receive information about the investigation at any time
- To receive counseling from the University’s Counseling and Psychological Services
- To receive campus escorts at any time for as long as the reporting party feel(s) the service is needed
- To contact community resources such as social services, counseling services or legal counsel

Reporting Party: The individual who provides information about any bias incident/hate crime to a University official. The reporting party can be any person who witnessed the incident, the complainant, a friend, or advocate of the reporting party.

Complainant: The individual who is the object of the unwanted act, crime, or incident.

Respondent: The individual who is allegedly responsible for committing and/or participating in the bias incident/hate crime.

Witness: The individual who was present while the bias incident/hate crime was taking place and who can provide a first-hand account of what occurred.

Hate crimes are motivated by bias and include a definable crime such as: threats of violence, property damage, personal injury and other illegal conduct