Work Group Name: Student and Employees Support  
Executive Committee Review: April 30, 2019

Question 1: Incident reporting – What are the barriers to reporting incidents? In what ways can we improve our reporting mechanisms?

What is the problem/situation? The workgroup identified several barriers to reporting bias incidents. These can include a lack of clarity as to which office receives a report, finding the appropriate office on the VCU website, or a lack of familiarity with policies involving reporting.

What does the literature/research have to say about it? In researching barriers that may impede reporting of bias incidents there was no literature found specifically addressing this issue. Although, there were numerous articles on barriers to reporting hate crimes. A general consensus is that structural oppression, disempowerment, and lack of trust are contributing factors that impede reporting of hate crimes. VCU’s Integrity and Compliance Office has identified fear of retaliation and a lack of confidence in the university’s willingness to take appropriate steps to address issues as possible reasons students or employees may not report an incident.

What does the work group recommend? The committee recommends the following:

- Establish one central website for bias incident reporting.
- Identify a key person in each school/college/division who can assist in connecting involved individuals to appropriate resources.
- Create a shortened version of the reporting policy that explains key steps in reporting (infographic).
- Send a campus wide email, addressing a new, "Speak up and Speak out campaign." The email will identify campus resources and contact numbers of departments and offices to utilize when dealing with incidents involving bias, discrimination, bullying and other situations.

Reference: