

# BIAS INCIDENT REPORTING PROCESS

As stated in the Notice of Non-Discrimination, it is the intent of Guilford College to prevent bias and discrimination affecting any job applicant, employee or student based on:

- sex/gender,
- age,
- race,
- color,
- creed,
- religion,
- national origin,
- sexual orientation,
- gender identity,
- disability,
- genetic information,
- military status,
- veteran status, or
- any other protected category under applicable local, state or federal law, ordinance or regulation.

The College further intends for the environment of this community to be free of any intimidation or sexual or other discriminatory harassment of job applicants, employees or students.

Guilford defines a bias incident as an act of bigotry, harassment, or intimidation involving a member of the Guilford community that a reasonable person would conclude is directed at a member or group within the Guilford community based on a characteristic such as those listed above.

A bias incident can occur whether the act is intentional or unintentional.

Examples may include but are not limited to defacement of posters or signs, intimidating comments or messages, vandalism to personal or College property, or similar acts, if there is evidence that the target or victim was chosen because of a characteristic such as those listed above. Please be aware, however, that just because the expression of an idea or point of view may be offensive or inflammatory to some, it is not necessarily a bias-related incident. Guilford values freedom of expression and the open exchange of ideas and, in particular, the expression of controversial ideas and differing views is a vital part of the Guilford discourse. While this value of openness protects controversial ideas, it does not protect harassment or expression of bias or hate aimed at individuals. Speech or expression that is consistent with the principles of academic freedom does not constitute a bias incident.

## Reporting a Bias Incident

There are several ways to report incidents of bias on Guilford's campus.

- If you are feeling unsafe or in immediate danger related to a bias incident, please contact 911 or Guilford Public Safety at 336.316.2909.
- Reach out to a trusted faculty or staff member. They can help connect students to the resources to address the situation.
- Community members may also report incidents of bias to a number of offices and departments including, but not limited to, Human

Resources, Academic Affairs, Student Affairs, or the Office of Transformation and Inclusion.

- An online reporting form exists to better understand the climate of bias at Guilford, as well as hold individuals and groups accountable for their actions. Community members are encouraged to report various acts of bias witnessed on campus through this online reporting form: <https://www.guilford.edu/bias-incidentreporting-form> (<https://www.guilford.edu/bias-incident-reporting-form/>) (<https://www.guilford.edu/bias-incident-reportingform/>) (<https://www.guilford.edu/bias-incident-reporting-form/>)).

All bias incident reports will be received by the **Bias Incident Resource Group** who will determine the appropriate response. More information about the Bias Incident Resource Group is available here: <https://www.guilford.edu/office-diversity-equity-and-inclusion/bias-incident-resource-group> (<https://www.guilford.edu/office-diversity-equity-and-inclusion/bias-incident-resource-group/>)