



## HATE-BIAS INCIDENT RESPONSE PROTOCOL

Frederick Community College (FCC) is committed to diversity, equity, and inclusion. One of our core values at FCC is welcoming difference and celebrating the diversity of our institution and the larger Frederick community. We believe that in order to be an excellent institution we must be inclusive. In order to be inclusive, as a community, we need to prevent, deter, and develop an awareness of the impact of hate and bias. In addition to a culture and climate of inclusion, FCC has a series of institutional, state, and federal policies that affirm this commitment including FCC's Non-Discrimination Policy as well as Title VI and Title VII of the Federal Civil Rights Acts of 1964, as amended, as well as Sections 503 and 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and applicable provisions of Title 20 of the State Government Article of the Annotated Code of Maryland.

As explained in our Non-Discrimination Policy, FCC **strictly prohibits** discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status. As explained in all the FCC policies (please see specific FCC policies for more information), if an employee or student is found to be in violation of any of our policies, they are subject to disciplinary sanctions ranging from a disciplinary warning up to and including separation from employment or expulsion. This Protocol is to remind faculty, staff, students, and the community of the ways to report hate-bias incidents and potential College responses.

### **What is a Hate-Bias Incident?**

As defined by the Maryland Higher Education Commission (2018), *"a hate-bias incident is a hostile act of conduct, speech, or expression motivated, in whole or in part, by intolerance, bias, or prejudice against another. Unlike a hate crime, the hostile act is not a criminal act; like a hate crime, the hostile act is motivated by prejudice."* The incident may or may not target a specific person, may be a one-time incident or an ongoing circumstance, and may or may not violate other FCC Policies, such as the Code of Student Conduct, the Employee Misconduct Policy, or Code of Conduct for Visitors, Guests, and Volunteers, among others. It should be noted that the mere expression of viewpoints and disagreement on political/social issues as protected under the First Amendment, and which does not create a material disruption to the operations of FCC or the rights of individuals, does not constitute a "hate-bias incident."

### **To report a Hate-Bias Incident**

Reporting hate-bias incidents is essential. To report an incident of hate-bias or suspected hate-bias you may:

1. **If it is an emergency**, please call or text 911 and then call FCC's College Security at 301-846-2453, or at x4444.
2. **If this is not an emergency, but you or others have safety concerns**, contact College Security at security@frederick.edu or at 301-846-2453, or on campus at x4444.
3. **If there is not an immediate safety concern and student(s) are involved**, **students** may contact the Associate Vice President/Dean of Students, Jerry Haynes, at JHaynes@frederick.edu or 301-846-2459 who will follow up as soon as possible and within 48 hours. **If there is not an immediate safety concern and student(s) are involved, faculty and staff** may use the Student Behavioral Incident Report Form.
4. **If there is not an immediate safety concern and a faculty or staff member is involved and no students are involved** (as far as it is known), the incident should be reported to the Associate Vice President for Human Resources, Kristi Yowell, at kyowell@frederick.edu or 301-846-2436.
5. **If you are unsure how or where to report an incident or have concerns about reporting and want to discuss how to report anonymously**, you can contact the Executive Director of Diversity, Equity, and Inclusion, Beth Douthirt-Cohen, at bdcohen@frederick.edu or 301-624-2711.

Once an incident is reported, **you will receive a acknowledgement of the report** either from the Associate Vice President/Dean of Students, Jerry Haynes; the Associate Vice President for Human Resources, Kristi Yowell; from the Executive Director of Diversity, Equity, and Inclusion, Dr. Beth Douthirt-Cohen, or from one of their designees, within 72 hours where they will notify you of next steps and available resources. FCC has a **zero tolerance policy for retaliation** for those who report incidents (see FCC's Non-Discrimination or Title IX policies for more information). As outlined in FCC's

Non-Discrimination or Title IX Sexual Misconduct policies, the **College recognizes the importance of confidentiality**. All reasonable efforts will be made to ensure the confidentiality of information received.

### **The College's Response to Hate Bias Incidents**

Upon notification and awareness of allegations of hate-bias, the College will take immediate safety and security measures and appropriate action to assess, and/or investigate what occurred. In addition to FCC's response, College Security will also inform the Frederick Police Department if a hate crime, as defined in Title 10, Subtitle 3 of the Criminal Law Article of the Annotated Code of Maryland, is suspected and/or alleged. The College will take prompt and effective steps to address allegations of hate-bias, prevent its recurrence, and address its effects including the following:

- Acknowledgment of receipt of the report within 72 hours of when the report is made.
- Refer individuals to resources for support and guidance, if needed.
- Inform and consult with relevant College administrators regarding any necessary and appropriate action.
- Offer and/or refer services to targeted individual(s), witness(es), bystander(s), and/or offender(s).
- Coordinate community outreach and educational programming to address College climate issues and create awareness of the impact of bias on our community.
- Notifying the community of the bias incident *as appropriate*. This notice may be distributed via e-mail, web site, posters, and/or other means of communication. The notice may be made following a particular incident or as part of a periodic report to the College community.

As of **February 2019**, the College will formally and confidentially track such incidents in our secure College tracking system to be aware of patterns, areas of concern, and areas for potential prevention measures.

### **Ways to Prevent Bias**

The College actively strives to prevent bias incidents from occurring through policy, education, and training through offices such as Human Resources, the Office of Diversity, Equity, and Inclusion, the Center for Teaching and Learning, Multicultural Student Services, Services for Students with Disabilities, and the Center for Student Engagement. As a member of the FCC Community, we hope you will take an active role in fostering an appreciation for diversity and communicating that bias-related acts will not be tolerated. Here are three ways you can prevent and interrupt bias:

1. **Report incidents of bias.** Bias can sometimes hide. Bias influences feelings of belonging and safety. Reporting means the College is able to address concerns to lead us to be a more inclusive community.
2. **Remember that language matters.** We might have heard the sayings that "words will never hurt" us, but in a community, language does affect feelings of safety, belonging, and respect. Words have power and frame how we think about others and ourselves. Freedom of speech is one of the greatest protections in our country. Therefore, learning how your words may adversely impact others is important to know, *and* learning how to confront and counter offensive speech is an important skill.
3. **Educate yourself and be open to ideas that are different from your own!** Research shows we all have bias—some of it is unconscious—which means you will not even know you have some of the biases you have. Step outside of your comfort zone and attend trainings, classes, programs and events at FCC and beyond that highlight an issue that is newer to you or even one that might make you uncomfortable.

Together we can make sure FCC is a place where all people—regardless of background or identity—will thrive. Addressing bias is just a first step. Let's make sure we are taking this step together.

### **Want to find out more about training and education, or more information or resources?**

**For more information including training, education, and resources**, contact the Executive Director of Diversity, Equity, and Inclusion, Dr. Beth Douthirt-Cohen, at [bdcohen@frederick.edu](mailto:bdcohen@frederick.edu) to find out more!