BERKLEE EQUITY REPORTING AND SUPPORT PROCESS

Berklee encourages community members who experience harassment, discrimination, or sexual misconduct to access resources and reporting options through the equity process. For more information, visit berklee.edu/equity or contact the Center for Diversity, Equity, and Inclusion at equity@berklee.edu or 617-747-3156.

A Berlee official receives notice of an incident of harassment, discrimination, or sexual misconduct. EAP and Counseling Services can keep this information confidential. All other Berlee employees must treat these reports with great sensitivity and provide the report to the chief equity officer.

Chief equity officer receives report. A designated official meets with the reporting party to discuss rights, support resources, and reporting options, including the right to report to law enforcement.

Berklee determines best procedure to apply to a given case.*

Reported behavior is not an equity issue. Berklee will offer appropriate resources.

All of these options may remain available to parties at any point in the process or after the process.

Chief equity officer receives report. A designated official meets with the reporting party to discuss rights, support resources, and reporting options.

Support measures available to both parties include class/work schedule adjustments, alternative living arrangements, no-contact orders, etc.

Confidential personal counseling

Berklee determines best procedure to apply to a given case.*

Reported behavior is not an equity issue. Berklee will offer appropriate resources.

INVESTIGATION

Investigator meets with complainant and respondent separately to review the process.

Respondent and complainant each receive a letter detailing the allegations.

Investigator interviews complainant, respondent, and witnesses, and gathers other evidence.

Complainant and respondent receive investigation summary.

Parties have five days to respond with comments.

Investigator reviews comments and determines findings of responsibility for each allegation.

Not responsible for violations. No sanctions.

Responsible for violations.Sanctions determined.

Both parties may request reconsideration.

CONFLICT RESOLUTION**

Parties meet together with a trained, neutral facilitator.

Parties do not reach a mutually agreeable resolution.

Berklee will offer appropriate resources.

Parties reach a mutually agreeable resolution.

Berklee will offer appropriate resources.

ALTERNATIVE RESOLUTION**

Investigator makes decision about responsibility based on available information.

Responsible for violations. Sanctions determined.

Not responsible for all violations. No sanctions.

Both parties may appeal.

*Factors include: complainant’s wishes, nature/pattern of the reported conduct, risk to the community, feasibility of collecting information about the reported conduct.

**For cases in which possible sanctions are minor. Not available for sexual assault or other violent behavior.

Berklee responds to and evaluates each report of harassment, discrimination, and/or sexual misconduct individually. This is a general overview of Berklee’s approach and resources in addressing these complex cases. The process for an individual case may vary depending upon the specific circumstances.

If you or someone you know has experienced harassment, discrimination, or sexual misconduct, you can contact Berklee’s Center for Diversity, Equity, and Inclusion to begin accessing support and reporting options. equity@berklee.edu | 617-747-3156 | 921 Boylston Street, Suite 120

Berklee prohibits any sexual misconduct, discrimination, and/or harassment based on age, ancestry, color, disability, gender, gender expression/identity, genetic information, marital status, mental illness, military/veteran status, national origin, pregnancy, race, religion, sex, sexual orientation, transgender status, and/or any other characteristic protected by law (collectively referred to as protected characteristics), whether that characteristic is actual or perceived.