

INSTAAR's primary responsibility is to create and maintain a safe and inclusive work environment for all. This handout describes what you can do if you experience or witness problematic behavior such as microaggressions or instances of harassment. We want you to know that there are several options available to you.



1. Explore your options for reporting the problem to the Office of Institutional Equity and Compliance (OIEC) at the [Don't Ignore It](https://www.colorado.edu/dontignoreit/) website (<https://www.colorado.edu/dontignoreit/>). Also, if you are a mandatory reporter and you become aware of a *possible* discrimination, harassment, or sexual misconduct policy concern affecting any CU student or employee, you must contact OIEC. [Don't Ignore It](https://www.colorado.edu/dontignoreit/) offers guidance about fulfilling your obligation to report. If you want to report for yourself, you can choose to file an anonymous report to OIEC at https://cuboulder.qualtrics.com/jfe/form/SV_0PnqVK4kkJIJZnf
2. Get support from your supervisor or the Director of INSTAAR.
3. Address it directly. For smaller incidents that might be settled with a brief conversation, you can choose to discuss the issue and how it affected you with the person. Please use this approach only if you feel comfortable; you do not have to carry the weight of addressing these issues yourself.
4. Contact the Ombuds Office (<https://www.colorado.edu/ombuds/>). This confidential office can help you understand your options, and help you explore whether you want to report an issue formally. The Ombuds office can take a complaint forward on your behalf, so that you can remain anonymous. This is a way that INSTAAR leadership can be informed about an issue while protecting your anonymity. Because they offer remote mediation, this is a good option for finding support for issues that arise during travel or field work. Note that mandatory reporters must contact OIEC about any *potential* policy concern that happens to any CU student or employee on campus, in the field, or during travel related to CU work.
5. Contact CU's Ethics Hotline (800-677-5590 or <https://www.ethicspoint.com>). Complaints, which can be made anonymously, are sent to the administrative center of the CU system, who then directs the complaint to the appropriate office. This in particular can be used to report on financial matters. Scientific compliance concerns can be registered at the Office of Research Integrity (<https://www.colorado.edu/researchinnovation/ori>).