

Incident Reported

Anonymous

Direct communication with reporting party not possible

In most cases, no follow up*

Noted for statistics

Chair or designee: track reports & resolution

Non-Anonymous

Acknowledge receipt of incident report. If report alleges misconduct by MIT employee, refer to HR. Offer to meet to discuss options & desired outcome

Create BRT Response Plan

Communicate plan with reporting party and assist with implementation

Consult with experts in reported conduct content area as needed

Monitor plan implementation & revise as needed

***An accused person named in an anonymous report will typically not be contacted by the BRT. Anonymous reports indicating a climate issue in a particular community (dorm, class, lab, club, etc.) may be responded to through an educational outreach or other.**

For questions about the reporting process, contact T9BR@mit.edu