****

Incident Report for Violations of the SRBR CODE OF CONDUCT POLICY

Individuals who witness or experience inappropriate conduct at any official SRBR event should report such conduct immediately to any member of the [*SRBR Board of Directors*](https://srbr.org/about-us/board-of-directors/)or the authorized representative of PMG (615-324-2374). **Those with concerns can request that their concerns be vetted by the leadership at Parthenon Management Group, and if appropriate, attorneys.**

Any individual reporting such conduct is not required or expected to discuss the concern with the alleged offender.

Anyone experiencing or witnessing behavior at an SRBR event that is an immediate or serious threat to the safety of those present, or to the public, is advised to locate a house phone and ask for security, or to otherwise contact the authorities for protection. Please use this form for observers or targets of prohibited conduct to help with an investigation.

SRBR will keep any investigation of an alleged violation of the SRBR Code of Conduct as confidential as possible.

General suggestions for reporting incidents:

* If possible, write everything down (times, places, nature of the incident, and comments made).
* Save emails, notes, etc.
* Be as detailed as possible.

**Your Name** (optional):  

NOTE: SRBR will accept anonymous complaints and/or reports of harassing conduct in violation of this policy. Without the identity of the alleged victim and/or complainant, however, it could be difficult to corroborate the conduct alleged.

**Your contact information** (optional – see above):


**Name of alleged offender** (If you are unable to provide a name, please describe the individual's physical appearance in as much detail as possible):


**Name(s) of individual(s) who experienced or witnessed the incident:**


**Time and Date of Incident:**


**Location of incident:**


**Nature of incident:**


**Comments**


**Additional information**


|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |
|  |  |

SRBR will promptly and impartially investigate the facts and circumstances of any claim of inappropriate conduct or harassment in violation of the SRBR Code of Conduct.  SRBR will make every effort to keep the reporting individual’s concerns confidential and will not deliberately share personal information, other than as necessary to carry out the purpose of investigation. While complete confidentiality cannot be guaranteed, SRBR will keep the investigation and its findings as confidential as possible under the circumstances. SRBR can only investigate situations that arise at SRBR meetings or other SRBR-sponsored events.  If a meeting participant experiences inappropriate conduct or harassment at the participant’s own or another institution, at a place of work, at a research facility, or online but not via SRBR-sponsored channels that individual should contact the appropriate person or department responsible for such things at that particular institution, facility or medium.