

Bias, Harassment, or Discrimination Incident Report Procedure

SkillsUSA developed this procedure and the accompanying report form as part of its efforts to promote safe environments for the students, staff, and volunteers participating in its programs and events. This is not a crisis management or disciplinary procedure. If you are physically threatened or there is an immediate safety concern, please contact 911.

The following procedure relates to reports of incidents of bias, harassment, or discrimination that take place during SkillsUSA programs and events. Incidents include unwelcome actions against a person or group that are related to one's race, color, religion, sex, sexual orientation, gender identity, gender expression, gender transition status, national origin, age, disability, genetic information, or marital status.

SkillsUSA will take reported concerns seriously, while also treating parties equitably and not presuming misconduct based solely on the report. SkillsUSA will not retaliate against any individual for reporting a concern.

1. Upon receipt of a Bias, Harassment, or Discrimination Incident Report, whether in person, online, or anonymously, SkillsUSA will
 - a. Evaluate if there is an immediate threat to safety, and if so, will contact appropriate resources.
 - b. Promptly contact the reporting party (the person who experienced the conduct) to explain the next step and suggest resources and/or interim supportive measures. SkillsUSA will not have the ability to contact parties who report anonymously.
2. The next step depends upon whether the responding party (the person who the concern is about) is a student, a school staff member, a volunteer, a State Director, a Board Member, or a SkillsUSA national staff member. When the responding party is
 - a. A Student or a School Staff Member: SkillsUSA will contact the State Director associated with the reporting party within 24 hours, if reasonably possible, and share the report. After which:
 - i. The State Director will follow applicable federal/state laws and protocols to resolve the concern (including making contact with families and/or schools, and involving the State Directors associated with the responding party and event where the incident occurred, if applicable).
 - ii. The State Director will inform SkillsUSA as to the resolution of the concern to the extent possible.
 - iii. SkillsUSA will make a determination as to whether to implement any additional intervention strategies for the safety of SkillsUSA participants.
 - iv. SkillsUSA will notify the reporting party of the resolution of the issue, adhering to applicable privacy laws.

- b. A State Director: SkillsUSA will contact the relevant state agency (or state association board in the case of a non-state employee director) within 24 hours, if reasonably possible, and share the report. After which:
 - i. The State Department of Education, or relevant governing body, will follow applicable federal/state laws and protocols to resolve the concern. This includes making contact with families and/or schools, and involving the State Directors associated with the reporting party and/or event where the incident occurred (if different from the responding party).
 - ii. The State Department of Education, or relevant governing body, will inform SkillsUSA as to the resolution of the concern to the extent possible.
 - iii. SkillsUSA will make a determination as to whether to implement any additional intervention strategies for the safety of SkillsUSA participants.
 - iv. SkillsUSA will notify the reporting party of the resolution of the issue, adhering to applicable privacy laws.
 - c. A Volunteer: The report will be forwarded to the SkillsUSA Human Resources Manager. The Human Resources Manager will work in consultation with SkillsUSA Executive Director and appropriate Program Manager to determine whether an investigation is warranted, and if so, who will conduct the investigation.
 - i. SkillsUSA will make a determination as to any intervention needed for the safety of SkillsUSA participants based on the outcome of the investigation.
 - ii. SkillsUSA will notify the reporting party and the appropriate State Director of the resolution of the issue, adhering to applicable privacy laws.
 - d. A SkillsUSA national staff member or a Board Member: The report will be forwarded to the SkillsUSA Human Resources Manager. The Human Resources Manager will work in consultation with the SkillsUSA Executive Director (or designee) to determine whether an investigation is warranted, and if so, by an internal staff member/committee or external investigator. After which:
 - i. SkillsUSA will follow its internal employee management process protocols if corrective action is warranted.
 - ii. SkillsUSA will make a determination as to any additional intervention needed for the safety of SkillsUSA participants.
 - iii. SkillsUSA will notify the reporting party and the appropriate State Director of the resolution of the issue, adhering to applicable employee privacy laws.
3. SkillsUSA will maintain confidential, aggregated records of bias/harassment/discrimination reports for the purpose of identifying trends and preventing future concerns, if possible.