Preventing Harassment & Discrimination at Sea: Complaint Resolution Flow Chart

The Woods Hole Oceanographic Institution’s mission includes a commitment to maintaining a climate of respect, fairness, cooperation, and professionalism. We join others in embracing diversity, equity, and inclusion as essential ingredients of academic excellence in higher education and within the greater scientific research community.

**Incident of bias, hostile work environment, discrimination, or harassment**

**Student or scientist** reports to any of the following:

- Communication between parties
  - Master
  - Chief Scientist
  - Director, Ship Operations
  - Senior HR Director/EOO Officer
  - Title IX Coordinator

- Master informs Director, Ship Operations, Chief Scientist, and Senior HR Director/EOO Officer

- Master conducts preliminary investigation of facts. Questions complainant, respondent, and witnesses; Reminds parties to document facts and submit to Master.

- Master and Chief Scientist take interim measures to separate complainant and respondent (e.g. change work schedule)

**WHOI mariner or technician** reports to any of the following:

- Communication between parties
  - Work Supervisor
  - Master
  - Director, Ship Operations
  - Senior HR Director/EOO Officer

- Master informs Director of Ship Operations and Senior HR Director

- Master conducts preliminary investigation of facts. Questions complainant, respondent, and witnesses; Reminds parties to document facts and submit to Master.

- Master takes interim measures to separate complainant and respondent (e.g. change work schedule)

**Senior Director, HR/EOO Officer and/or Title IX Coordinator** conducts informal and formal investigations

Appropriate supervising authority informed, including if indicated, a home institution Title IX office, for their action. WHOI will take disciplinary or remedial action as necessary, up to and including immediate termination, if indicated upon conclusion of investigation

Appropriate manager informed. For Mariners: Director of Ship Operations; For Technicians: SSG Group Ops Leader

WHOI will take disciplinary or remedial action as necessary, up to and including immediate termination, if indicated upon conclusion of investigation

**Shipboard Assistance:**
Contact the Master, Chief Scientist or your work supervisor

**Off-Ship Assistance:**
Director of Ship Operations: Timothy Twomey - ttwomey@whoi.edu - 508-289-2624
Senior Director of HR and EEO Officer: Kathi Benjamin - kbenjamin@whoi.edu - 508-289-2705
Title IX Coordinator: Christine Charette - ccharette@whoi.edu - 508-289-2848
Report concerns: eeo@whoi.edu or titleix@whoi.edu
WHOI ethics hotline: 866-868-0920 or by visiting the www.whoi.ethicspoint.com

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