



September 8, 2020

Reporting Protocol for Violations of Equity, Diversity, and Inclusion in Panhellenic Recruitment

Potential new members (PNMs), active members, and Rho Gammas (i.e., recruitment counselors) are encouraged to report incidents that directly conflict with UCLA Panhellenic's values and standards concerning equity, diversity, and inclusion as they arise during formal recruitment. Incidents can vary in degree of impact and intensity, and all may be documented through the official reporting protocol for these violations during recruitment. Reporting such incidents to ensure accountability of the UCLA Panhellenic community follows:

... in the event a PNM wishes to report:

- A. If a PNM experiences an instance during formal recruitment that violates UCLA Panhellenic's stance and values concerning equity, diversity, and inclusion, such as a microaggression, direct discrimination, or is subject derogatory statements, they may report such incidents by submitting the Incident Report Form (*the "Form"*).
- B. PNMs can access the Form via their Rho Gamma, who will guide them through each section to ensure they understand what is being asked of them and that the incident is documented and conveyed in the most genuine sense to the satisfaction of the PNM.
 - a. The name and contact information of the PNM will only be used by the Recruitment Team to contact the PNM if follow-up is necessary; the name and information of the PNM will not be shared with any chapter or member of Panhellenic or the public outside of the Recruitment Team.
- C. Rho Gammas will submit the Form to the Recruitment Team, which includes the Panhellenic President, Executive Vice President, VP Recruitment, Rho Gamma Coordinator, Recruitment Logistics Coordinator, and Panhellenic Advisor.
 - a. If the complaint directly relates to the PNM's specific Rho Gamma, the PNM can file the Form by contacting the Panhellenic Executive Vice President directly at evp.uclapanhellenic@gmail.com.
 - b. If the complaint directly relates to a specific position(s) of Recruitment Team, the PNM or Rho Gamma may make a note on the Form to direct its receipt by a position other than the position(s) reported on the Form.
- D. A member or members of the Recruitment Team will process the Form and discuss the best action of accountability moving forward. The minimum action that will be taken by the Recruitment Team concerning all reports of accountability will involve a follow-up conversation with all involved parties.



- a. If a PNM is not satisfied with the action taken by the Recruitment Team to resolve the incident and hold the parties accountable, the PNM may reach out to the Panhellenic Advisor at ldaves@saonet.ucla.edu.

... in the event an active member wishes to report:

- A. If an active member would like to submit the Incident Report Form (*the “Form”*) regarding a violation they have witnessed or directly experienced, they may reach out to their chapter’s leading recruitment officer to access the Form and be guided through each section.
- B. Active members will submit the Form to the Recruitment Team, which includes the Panhellenic President, Executive Vice President, VP Recruitment, Rho Gamma Coordinator, Recruitment Logistics Coordinator, and Panhellenic Advisor.
 - a. The name and contact information of the member will only be used by the Recruitment Team to contact the member if follow-up is necessary; the name and information of the member will not be shared with any chapter or member of Panhellenic or the public outside of the Recruitment Team.
 - b. If the complaint directly relates to the member’s specific leading recruitment officer, the active member can file the Form by contacting their chapter President, or if conflict applies, they may contact the Panhellenic Executive Vice President directly at evp.uclapanhellenic@gmail.com.
 - c. If the complaint directly relates to a specific position(s) of Recruitment Team, the member may make a note on the Form to direct its receipt by a position other than the position(s) mentioned on the Form.
- C. A member or members of the Recruitment Team will process the Form and discuss the best action of accountability moving forward. The minimum action that will be taken by the Recruitment Team concerning all reports of accountability will involve a follow-up conversation with all involved parties.
 - a. If a member is not satisfied with the action taken by the Recruitment Team to resolve the incident and hold the parties accountable, the member may reach out to the Panhellenic Advisor at ldaves@saonet.ucla.edu.

... in the event a Rho Gamma wishes to report:

- A. If an Rho Gamma would like to submit an Incident Report Form (*the “Form”*) regarding a violation they have witnessed or directly experienced, they will submit the Form to the Recruitment Team, which includes the Panhellenic President, Executive Vice President, VP Recruitment, Rho Gamma Coordinator, Recruitment Logistics Coordinator, and Panhellenic Advisor.



- a. The name and contact information of the Rho Gamma will only be used by the Recruitment Team to contact the Rho Gamma if follow-up is necessary; the name and information of the Rho Gamma will not be shared with any member of Panhellenic or the public outside of the Recruitment Team.
 - b. If the complaint directly relates to a specific position(s) of Recruitment Team, the Rho Gamma may make a note on the Form to direct its receipt by a position other than the position(s) mentioned on the Form.
- B. A member or members of the Recruitment Team will process the Form and discuss the best action of accountability moving forward. The minimum action that will be taken by the Recruitment Team concerning all reports of accountability will involve a follow-up conversation with all involved parties.
- a. If a Rho Gamma is not satisfied with the action taken by the Recruitment Team to resolve the incident and hold the parties accountable, the Rho Gamma may reach out to the Panhellenic Advisor at ldaves@saonet.ucla.edu.