

Bias Incident Reporting Process FAQ

As part of Alpha Chi Omega's ongoing commitment to diversity, equity and inclusion, our goal is to nurture and develop a membership experience that is increasingly equitable and inclusive for all members, volunteers and staff. To further advance this goal, Alpha Chi Omega has created resources to help volunteer and chapter leaders navigating bias incidents.

Further, as part of this effort, an anonymous and confidential bias incident reporting system will be made available for members to use as needed and desired. The reporting system will be available through a vendor partner, Ethical Advocate, a company specializing in enhancing the ethical and financial well-being of society and commerce.

HOW DO I ACCESS ALPHA CHI OMEGA'S CONFIDENTIAL REPORTING SYSTEM?

1. Navigate to <https://axodei.ethicaladvocate.com/>. To ensure maximum anonymity, do not submit reports using Alpha Chi Omega computers or computer networks.
2. Click on "Create Account."
3. Create a username and password for your account.
4. Follow the instructions on the website and in the [Ethical Advocate User Guide](#) to submit your report.

WHAT IS A BIAS INCIDENT?

A bias incident is any intentional or unintentional conduct, speech, expression or action that could reasonably be perceived as being motivated in part or in whole by bias, prejudices or stereotypes of individual or group identities or characteristics. This definition is inclusive of but not limited to incidents that intimidate, demean, mock, degrade, marginalize or threaten individuals or groups based on that individual's or group's actual or perceived legally protected identities.

Alpha Chi Omega does not endorse or support behaviors or activities that are motivated by bias, prejudices or stereotypes or are demeaning in nature.

WHY IS IT IMPORTANT TO REPORT BIAS INCIDENTS?

Bias incidents can create a hostile living and/or working environment and have a negative effect on our membership. Alpha Chi Omega remains deeply committed to addressing bias within our collegiate and alumnae chapters and within the national organization as a whole.

I AM UNSURE IF WHAT I WITNESSED OR EXPERIENCED WAS A BIAS INCIDENT. SHOULD I STILL REPORT?

Yes, Alpha Chi Omega encourages all members to report suspected bias incidents. If you witness or experience behavior that may not feel right to you, we can appropriately follow up.

WHAT ABOUT FREE SPEECH? DON'T MEMBERS HAVE THE RIGHT TO FREE SPEECH?

Alpha Chi Omega is committed to fostering respectful dialogue within our communities. Members voluntarily agree to participate in Alpha Chi Omega membership and agree to the member code of conduct. This includes using language that is not hurtful or demeaning to others.

WILL SUBMITTING A BIAS INCIDENT REPORT RESULT IN DISCIPLINARY ACTION?

Please recognize that submitting information through the Ethical Advocate system will not result in immediate disciplinary action. Once information is received, if the report indicates violations of Alpha Chi Omega's policies, then Alpha Chi Omega headquarters will work with the appropriate local individuals for follow-up.

Collegiate membership accountability takes place by utilization of the chapter relations and standards board, and each chapter is required to follow Alpha Chi Omega's fraternity process as outlined in the Policies of Alpha Chi Omega.

General alumnae membership accountability follows the fraternity process for alumnae members, which could result in disciplinary action but does not always.

Volunteer accountability takes place through the volunteer accountability process and is typically led by a volunteer supervisor with the guidance of a staff liaison.

WHAT IF THE INCIDENT IS AN EMERGENCY?

If you have immediate concerns about the health and safety of you or another person, you should engage with local campus resources and/or local emergency response resources.

If the incident is related to a collegiate chapter, please also review the Crisis Management Plan.

WHAT IF THIS INCIDENT HAS BECOME PUBLIC?

Collegians - Please review the Crisis Management Plan provided to your chapter by headquarters. Do not speak to any media representatives unless and until the chapter president has received permission from Alpha Chi Omega headquarters to provide an appropriate statement. Instruct members to not provide statements to the media.

General Alumnae – Please contact your volunteer supervisor for additional support. You can also receive help by emailing lifetimeengagement@alphachiomega.org or calling Headquarters.

CAN I ALSO USE THE ETHICAL ADVOCATE SYSTEM TO REPORT OTHER HARMFUL BEHAVIORS OCCURRING IN A CHAPTER AS PART OF MY MEMBERSHIP EXPERIENCE?

The Ethical Advocate system should only be utilized to report a bias incident. If you have immediate concerns about the health and safety of you or another person, you should engage with local campus resources and/or local emergency response resources.

Collegiate members can also work with the VP chapter relations and standards or a trusted member of the CRSB to voice other chapter-related concerns.

Please note, the reporting form should not be utilized as a way to report a personal grievance or avoid conflict/difficult conversations.

WHAT HAPPENS TO MY REPORT AFTER IT HAS BEEN SUBMITTED?

When you submit a report, an email is automatically sent to inform an authorized administrator on the headquarters staff. The administrator(s) will enter the Ethical Advocate website to review the report. The administrator will likely respond to you through the website and might ask for additional information. Please make it a priority to check the website regularly for additional notifications.

You can reenter the system with your username and password to communicate, receive communication or find out the status of your report. When the review is final, the administrator may notify you via the website that the report is complete.

GLOSSARY OF TERMS

To best encourage dialogue, Alpha Chi Omega believes it is essential to share a common language of diversity, equity and inclusion terms – [Diversity, Equity and Inclusion Terms](#).

Due to the ever-changing nature of language and the evolution of inclusive terms, please note this glossary is not meant to be exhaustive.