Workplace Conflict Resource Map  
(Navigation Guide)  

This resource map is based on research and content available at https://workplace.msu.edu/flow-chart. This is an anonymous resource to help you understand your options if you believe you are a target or witness of workplace bullying. We do not ask for your name or any identifying information. We will not respond to any entries. This is a simple flow chart to guide you and help you understand your options.

This is NOT a reporting form! We will not respond to any entry on this resource map. If you are in a non-emergency situation and would like to talk to someone, please contact worklife@msu.edu. For all emergencies, call 911 immediately.

* Required

1. Are you filling out this form for a real-life situation or a hypothetical situation? *
   
   This anonymous question will help us measure the problem of workplace bullying at MSU.

   - Real-Life Situation
   - Hypothetical
2. Do you need information on any of the following? *

Please note that non-emergency discrimination and harassment may be based on age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status and weight under the University’s Anti-Discrimination Policy (ADP) and Policy on Relationship Violence and Sexual Misconduct (RVSM).

- [ ] Criminal Activity (non-emergency)
- [ ] Discrimination or Harassment (see above for categories)
- [ ] Workplace Bullying or Toxic Workplace or Workplace Misconduct
Criminal Activity

Emergencies: Call 911 immediately

Non-emergencies: Call MSUPD at (517) 355-2221

Text the word MSUPD along with a tip to CRIMES (274637)

MSUPD tip line: 844-99-MSUPD (844-996-7873)

If you are a mandatory reporter and the issue involves a child, call Child Protective Services (CPS) at (855) 444-3911

For any non-emergency situation on campus involving individual(s) who have engaged in behavior indicating a possible threat of harm to self or other members of the campus community, please submit a report to MSU’s Behavioral Threat Assessment Team via an online referral form, available at: http://btat.msu.edu/referral-form

For any concern involving athletics misconduct, conflicts of interest, discrimination and harassment, employment misconduct, fiscal misconduct, medical and HIPAA violations, privacy violations, research misconduct, retaliation, safety, or other area of concern not specifically listed - please submit an anonymous report online at https://misconduct.msu.edu/

The Misconduct Hotline does not replace the University Reporting Protocols regarding child abuse, sexual assault, child pornography, relationship violence, sexual violence, stalking, and sexual exploitation. While such issues may be referred to the Misconduct Hotline, employees are also required to follow the reporting protocols. Reporting protocols are available at: https://hr.msu.edu/policies-procedures/university-wide/reporting_protocols.html

Cyberbullying is a new form of bullying and harassment of workplace colleagues that involves the use of technology. It can take place via cell phone, email, text messaging, instant messaging, websites, blogs, chatrooms, video games, and virtual social space (FaceBook, MySpace, YouTube, etc.). In addition to the options above, you can find places to report cyberbullying at https://cyberbullying.org/report

Virtual Harassment – Virtual harassment is the willful and repeated harm inflicted through the use of electronic tools. To learn more about virtual harassment and to report it, visit https://poe.msu.edu/resources/virtual-harassment.html
Discrimination or Harassment

Report online at https://msu.publicincidentreporting.com

Call OIE at (517) 353-3922 or email oie@msu.edu

Report in-person at Olds Hall, Suite #4

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Workplace Conflict Navigation

3. Who is committing misconduct or bullying in your workplace? *
   - Student (including grad students)
   - Faculty, Academic Staff, or Administrator
   - Supervisor
   - Colleague (not including options above)

4. Which of these best describes you? *
   - Faculty, Academic Staff, or Administrator
   - Student, Grad Student, or Post-Doc
   - Supervisor (non-faculty)
   - Support Staff
Student Misconduct

Whether you are a student, faculty member, or staff, the Office of the University Ombudsperson offers a confidential place to discuss both academic and nonacademic concerns including, administrative issues, workplace issues, or any concern that may relate to Michigan State University students. Visit https://ombud.msu.edu (https://ombud.msu.edu)

ADDITIONAL OPTIONS

Submit a report online to the Dean of Students Office at https://www.deanofstudents.msu.edu/student-conduct/request-for-services (https://www.deanofstudents.msu.edu/student-conduct/request-for-services)

For an immediate consultation, contact the Student Conduct and Conflict Resolution (SCCR) Office and at (517) 884-0789 or visit the SCCR Office at 735 E. Shaw Lane in W129 Owen Hall

For any non-emergency situation on campus involving individual(s) who have engaged in behavior indicating a possible threat of harm to self or other members of the campus community, please submit a report to MSU’s Behavioral Threat Assessment Team via an online referral form, available at: http://btat.msu.edu/referral-form (http://btat.msu.edu/referral-form)

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Faculty Support

Your first option is to contact Academic Human Resources [https://www.ahr.msu.edu/contact](https://www.ahr.msu.edu/contact)

For a listing of who to contact by unit, visit [https://www.ahr.msu.edu/sites/default/files/awards/AHR%20Unit%20Liaisons.pdf](https://www.ahr.msu.edu/sites/default/files/awards/AHR%20Unit%20Liaisons.pdf)

IF PERSON CAUSING TOXIC WORKPLACE IS A FACULTY MEMBER (e.g., peer, colleague, chair, dean, etc.)
The Faculty Grievance & Dispute Resolution Office responds to inquiries from MSU faculty, academic staff and administrators concerning alleged violations of MSU policies and practices. The Office attempts to informally resolve grievances between faculty, academic staff and their administrators; schedules and conducts formal grievance hearings when necessary; works with the General Counsel and Provost offices and the University Committee on Faculty Affairs (UCFA) to help resolve disputes and to review and recommend changes in MSU Human Resource policies, including the faculty grievance policy, when appropriate; and carries out other administrative duties connected with provisions of the MSU Faculty Grievance Policy (FGP). Contact the Faculty Grievance & Dispute Resolution Office; 517-353-8884; fgo@msu.edu (mailto:fgo@msu.edu); W38 Owen Graduate Hall

IF THE PERSON CAUSING A TOXIC WORKPLACE IS A SUPPORT STAFF MEMBER (e.g., your direct report)
Contact Human Resources - Employee Relations: 517-353-5510 or hr.er@hr.msu.edu (mailto:hr.er@hr.msu.edu) for questions related to unions, grievances, arbitration and employee discipline.

IF THE TOXIC WORKPLACE INVOLVES A STUDENT
Whether you are a student, faculty member, or staff, the Office of the University Ombudsperson offers a confidential place to discuss both academic and nonacademic concerns including, administrative issues, workplace issues, or any concern that may relate to Michigan State University students. Visit [https://ombud.msu.edu](https://ombud.msu.edu)

ADDITIONAL OPTIONS
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Cyberbullying is bullying and harassment of workplace colleagues that involves the use of technology. It can take place via cell phone, email, text messaging, instant messaging, websites, blogs, chatrooms, video games, and social media. In addition to the options above, you can find places to report cyberbullying at [https://cyberbullying.org/report](https://cyberbullying.org/report)

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Support for Students, Grad Students, and Post-Docs

Whether you are a student (including grad students), faculty member, or staff, the Office of the University Ombudsperson offers a confidential place to discuss both academic and nonacademic concerns including, administrative issues, workplace issues, or any concern that may relate to Michigan State University students. Visit [https://ombud.msu.edu](https://ombud.msu.edu)

IF YOU ARE PAID BY THE UNIVERSITY

Contact Human Resources - Employee Relations: 517-353-5510 or [hr.er@hr.msu.edu](mailto:hr.er@hr.msu.edu) for questions related to unions, grievances, arbitration and employee discipline.

ADDITIONAL OPTIONS

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Supervisor Support

You have indicated that you are a supervisor who has witnessed or been the target of non-emergency misconduct or bullying in your workplace. Your options are listed below. We understand that you might feel uncomfortable bringing up issues of bullying with your team, your supervisor, and/or unit HR representative so we have listed many options for your to consider. Please go through the list below and choose the option(s) that work best for you.

1. Talk to your supervisor

2. Talk to your team or the individual(s) directly

3. Talk to your unit HR representative

4. Contact the WorkLife Office at worklife@msu.edu (mailto:worklife@msu.edu)

5. Contact Human Resources - Employee Relations: 517-353-5510 or hr.er@hr.msu.edu (mailto:hr.er@hr.msu.edu) for questions related to unions, grievances, arbitration and employee discipline. See https://hr.msu.edu/grievances (https://hr.msu.edu/grievances) for more information

6. Contact your union https://hr.msu.edu/contracts/union-addresses.html (https://hr.msu.edu/contracts/union-addresses.html)

7. Submit a report. For any concern involving athletics misconduct, conflicts of interest, discrimination and harassment, employment misconduct, fiscal misconduct, medical and HIPAA violations, privacy violations, research misconduct, retaliation, safety, or other area of concern not specifically listed - please submit an anonymous report online at https://misconduct.msu.edu/ (https://misconduct.msu.edu/)

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11/24/2020
Staff Support

You have indicated that you are a support staff member who has witnessed or been the target of non-emergency misconduct or bullying in your workplace. Your options are listed below. We understand that you might feel uncomfortable bringing up issues of bullying with your supervisor and/or unit HR representative so we have listed many options for your to consider. Please go through the list below and choose the option(s) that work best for you.

1. Talk to your supervisor

2. Talk to your unit HR representative

3. Contact the WorkLife Office at worklife@msu.edu (mailto:worklife@msu.edu)

4. Contact Human Resources - Employee Relations: 517-353-5510 or hr.er@hr.msu.edu (mailto:hr.er@hr.msu.edu) for questions related to unions, grievances, arbitration and employee discipline. See https://hr.msu.edu/grievances (https://hr.msu.edu/grievances) for more information

5. Contact your union https://hr.msu.edu/contracts/union-addresses.html (https://hr.msu.edu/contracts/union-addresses.html)

6. Submit a report. For any concern involving athletics misconduct, conflicts of interest, discrimination and harassment, employment misconduct, fiscal misconduct, medical and HIPAA violations, privacy violations, research misconduct, retaliation, safety, or other area of concern not specifically listed - please submit an anonymous report online at https://misconduct.msu.edu/ (https://misconduct.msu.edu/)

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Tell Us How We Are Doing

5. How likely are you to recommend this resource to a friend or colleague? *

*Send any direct feedback, comments, or suggestions to worklife@msu.edu (mailto:worklife@msu.edu)

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11/24/2020