**Week 5: Navigating academic organizations/workplace HR when reporting misconduct/harassment/abuse**

Even in the most friendly work/school environment, it could worsen and you have to report misconduct, harassment or abuse to the HR department. This process can cause an emotional burden to you.

When to file a complaint with HR is also tricky to understand:

* Does the behavior you want to report violate company policies, state or federal laws?
* Does it make you feel unsafe or in danger (emotionally or physically) at the workplace?
* Have you tried to resolve the issue by speaking to the ombudsperson or another mediator (e.g., your supervisor)?

If you answer yes to any of these questions you should go ahead and file a complaint, otherwise, it may be ok to talk to your supervisor (or their supervisor) to try to resolve the issue.

When it comes to filing a complaint you want to become familiar with your institution's HR policies - you should be able to easily find this information on your company or university’s internet website.

In the majority of cases you may file an anonymous complaint, but remember that those complaints might have less impact. Keep track of any information (recordings, emails, any other form of communication) that can be useful to back your side of the story, and if any witness was present during the event(s) you are reporting.

Finally, keep in mind HR works for the company, but federal laws prohibit worker retaliation.

Mentor, please share with your mentee, if you have ever experience any interaction with HR at your institution/company