



SIMONS LAUFER
MATHEMATICAL
SCIENCES INSTITUTE

Member Handbook

Spring 2023



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SLMath Staff Directory

Director	Tatiana Toro	
Deputy Director	Hélène Barcelo	
Operations Manager	Arthur Bossé	643-8321
Senior Administrator of Scientific Activities	Christine Marshall	642-0555
Assistant for Scientific Activities	Tracy Huang	643-6467
Receptionist	Sierra Sutherland	642-0143
Housing Adviser	Patricia Brody	
Family Services Consultant	Sanjani Varkey	
International Scholar Advisor	Claude Ibrahimoff	643-6019
Facilities and Food & Beverage Coordinator	Bertram Ladner	642-0144
Librarian	Linda Riewe	643-1716
Controller	Stefanie Yurus	642-9238
Director of Compliance and FP&A	Lee Haynes	643-6070
Staff Accountant	Rizalyn Mayodong	642-9798
Director for Advancement & External Relations	Ann Averitt	643-6056
Assistant Director of Development	Uta Lorenzen	642-4745
Project Lead, National Math Festival	Kirsten Bohl	
Communications and Event Coordinator	Jennifer Murawski	
Development Assistant	Sandra Peterson	642-0448
Executive Assistant and Board Liaison	Lisa Jacobs	642-8226
Executive Assistant to the Deputy Director	Alexander Lawhorn	643-3565
Grants and Data Specialist	Alaina Moore	
Grants and Accounting Assistant	Betsy Milford	643-6855
IT Manager	Demaur Owens	643-0906
IT Remote Event Support Engineer	Joey Delgadillo	643-0906
IT Technical Support	itsupport@slmath.org	643-0906

Note** all numbers are 510 area code

SLMath Spring 2023 Holiday and Bus Service Closure Dates

January 16 (Mon.) Martin Luther King Jr. Day, SLMath Closed, **NO BUS SHUTTLE SERVICE**

February 20 (Mon.) Presidents' Day, SLMath Closed, **NO BUS SHUTTLE SERVICE**



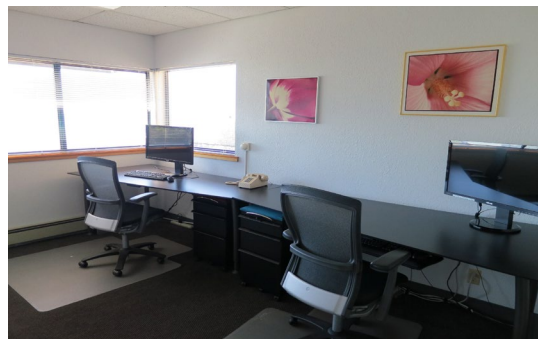
Arriving at the Institute

When you arrive at SLMath, please check in with the receptionist

- Your photo will be taken for your **SLMath membership ID card**. This card identifies you as eligible to receive certain university services (library privileges, etc.) and serves as your **bus pass**, which can be used on the Hill shuttle bus.
- You will receive the **key to your shared office**. **After you submit your cash key deposit**, you will receive a **building access card** that allows you to enter the Institute at any time.
- **Please bring \$60.00 in cash for the office key and access card deposit. Credit cards will not be accepted.** If either your office key or access card is lost, the deposit will be forfeited. Any member requesting a replacement will be charged a \$60.00 deposit for the new keys.
- You will receive a folder of information, including forms that must be filled out and returned

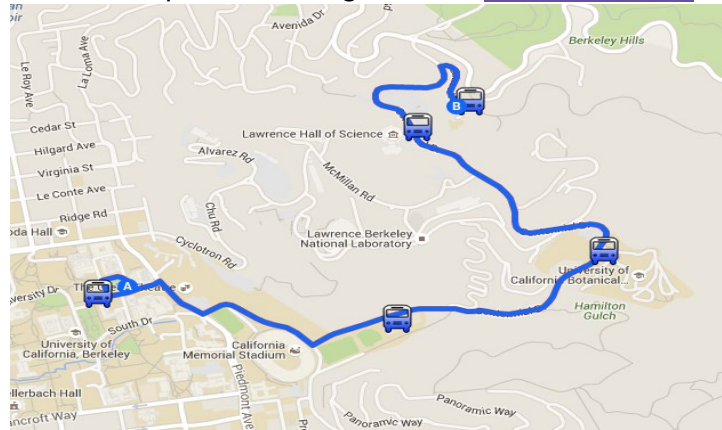
Offices

- Each program member is assigned a shared office. Each **desk** has a filing cabinet and is equipped with a desktop computer, keyboard, mouse, and speakers.
- Each office has a **chalkboard**. If you would like to have your chalkboard washed, please erase it entirely at the end of the day and the cleaning crew will wash it.
- There is one shared **telephone** in each office.
 - Dial 9+telephone number for outside local calls
 - 9+1+area code+telephone number for long distance calls (within the U.S.)
 - For UC Campus or inside-SLMath calls, dial the last five digits of the phone number
 - Telephone charges should be limited strictly to calls for professional purposes
 - Please charge personal long distance calls to your home telephone number, economical phone card (available for purchase at various shops in the campus vicinity), or to a credit card.
- Please **do not** move the furniture within your office. If you would like a different configuration, or have an issue with your furniture, please see the Facilities, Food & Beverage Coordinator, Bertram Ladner, in the Administrative Office or send him an email at bladner@slmath.org.
- Please **report any problems** (i.e. burned out lights, telephone problems, etc.) to the Facilities, Food & Beverage Coordinator in the Administrative Office.
- **Electrical appliances**, such as heaters, coffee makers, irons, hot plates, small refrigerators, or other such appliances are **not allowed in offices**. The building's electrical system was not designed to accommodate appliances in individual offices.
- Pushpins, used sparingly, are the recommended approach to hanging items on the office walls. **DO NOT** use your office door as a bulletin board. Objects taped or tacked to the door damage the surface and create a fire hazard, and will be taken down.
- To open the office windows release the lock bar, located in the middle of the top portion of the window frame, and push upward.
- To turn on the office wall heater, turn the white dial from the off position, which is the star symbol (*), up to 3. The dial is numbered from 1 to 5, with 5 being the highest setting. For optimum performance in the winter months leave the heater on at level 3 all the times.



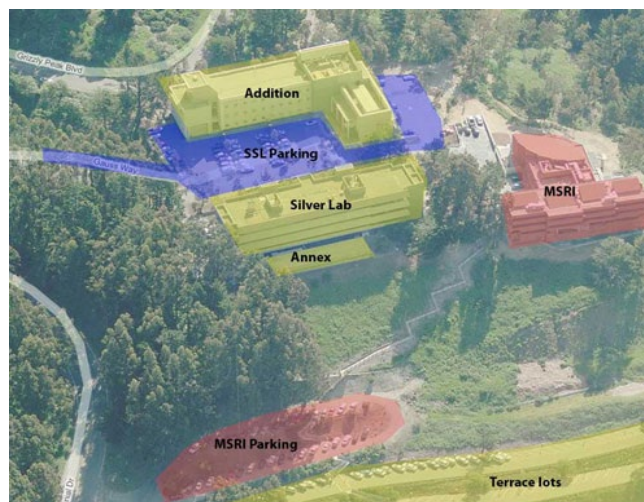
Transportation & Scientific Travel

Bus Pass: Your new Member ID Card will act as your bus pass. It can be used on the Hill shuttle bus. Schedules can be found in the lobby of the building or online: [Hill Line Schedule](#).



Getting to SLMath on Weekends & Holidays: On weekends and holidays, no campus or local buses come up to SLMath. You may drive up with a friend, walk up the hill, or use driving apps such as Lyft or Uber to catch a ride up to SLMath.

Parking: SLMath's parking lot is located off of Centennial Dr. As you drive up the hill, go past the Lawrence Hall of Science, and the lot is on the right side of the road, marked by big black gates. To enter the lot, enter the code **7546#**. **Do not share this code with anyone.** The gates will open, and you may park in any available space. You do not need a parking permit.



Bicycles: A bicycle rack has been provided in front of the building entrance. Bicycles are **not** permitted inside the building.

Scientific travel during the semester:

Postdocs: The Institute has a limited fund for domestic travel available for postdoctoral fellows only. This funding is for travel to professional meetings or consultations with other mathematicians. Application forms for postdoc travel are located in the mailroom. You **must** complete an application for funds **before** your travel begins and include a copy of your invitation letter or email from the host institution. Postdocs who will be at the Institute for one semester may apply for one trip, full year postdocs may apply for two trips. **Limits do apply.** Please read the application completely. Your application for Scientific Travel must be submitted to the Senior Administrator of Scientific Activities, Chris Marshall, for approval. You will receive an approval copy in your mailbox.



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**Application for Scientific Travel Funds
Postdoctoral Fellows Only**

Submit this form to Tracy Huang **prior** to your travel. Once the Deputy Director has approved your trip, the form will be returned to your mailbox.

Attach a copy of your invitation. Email messages are acceptable.

Name _____ Date _____

Destination (University and City) _____

Purpose of trip _____

Dates of travel _____

Expenses		
	Estimated	Actual
Airfare		
Ground		
Lodging		
Registration / fees / etc		
Total		
	Amount of funding available from other sources	
	Amount requested from SLMath	

Additional Comments _____

Applicant Signature _____

Deputy Director Approval _____

Approval Date _____

Office Use Only

Total: _____

Approved: _____

Date: _____

GI Code: 10-4531

Project Code: _____

Funding Code: _____

Full year PDs are allocated up to \$1000, semester-long PDs up to \$500. Economy class flights only. Travel by personal car is reimbursed at \$0.655 per mile, up to equivalent economy airfare. Rental car is reimbursed \$35 per day plus fuel, up to equivalent economy airfare. No more than three days of rental car will be reimbursed. Meals are not reimbursed. All receipts required.

Local Travel within 50 Mile radius: a limit of \$66.50 for support of ground transportation. Rental car is reimbursed \$25 per day plus fuel. No more than three days of rental car will be reimbursed. Lodging and meals are not reimbursed. Participants are encouraged to find the most economical way of travel when possible for local transportation. All receipts required.

Other Members: It is the Institute's policy that when a Program Member is invited to give a seminar or colloquium at an Academic Sponsor institution, SLMath will reimburse up to \$250.00 towards airfare and ground transportation. The host institution is expected to cover the balance of expenses. (For a full list of Academic Sponsor Institutions, please see this [LINK](#). Scientific travel funds do not cover meal or lodging expenses. You **must** complete an application for funds **before** your travel begins, and include a copy of your invitation letter or email from the host Academic Sponsor. Travel Reimbursement forms (located in the mailroom) to Academic Sponsors must be submitted to the Senior Administrator of Scientific Activities for approval. You will receive an approved copy in your mailbox.

Requests for Scientific Travel Funds after the visit has taken place will not be considered!

Payments

SLMath is able to send your monthly member payments via a direct bank (ACH) transfer, if you have a U.S. bank account; or wire transfer, if you have an international bank account. **International bank account holders:** it is likely that your international bank account will have a fee for receiving a foreign money transfer; unfortunately SLMath is not able to reimburse this fee. **It is possible to request reimbursement via paper check if necessary.**

Payments will be transferred to members' accounts on the **last business day of each month.**

Final payments will be transferred when you check out on your final day at SLMath. We are not permitted to distribute final payment until this time. The \$60 key deposit is refunded upon the returning of your building keys during check-out.

***We are not permitted to issue the first payment until all the required paperwork has been returned to the Assistant for Scientific Activities.**

Opening a Bank Account: If you wish to open a local bank account, non-resident aliens need to bring their passport – it is advised to bring your I-94 and SLMath invitation letter showing that you are in residence for a few months. Aside from the passport, the most important document to provide is a local valid US address - for example a lease agreement good for at least 60 days (or PG&E bill, phone bill etc). The bank will contact the leaseholder to verify that the person lives at the address stated on the lease. A Social Security number or a California ID is not required. SLMath recommends you go to the **Bank of America** at **2151 Shattuck Ave, Berkeley, CA 94704 US**.

Computer Services

For the most current information about our computing resources, see this [LINK](#). If you bring your own laptop you may connect to our wireless internet connection, free of charge, anywhere in the building. For specific information about our systems, please see the **IT Dept., in room 214 on the 2nd floor**. Our IT personnel are always happy to help! You may also send an email to ticket@slmath.org.

On the UC Berkeley Campus, UC Berkeley provides complimentary wireless internet for visitors on campus. When searching for a wireless network, select CalVisitor to get online. This service is available in all rooms and buildings across campus.

Resources

Bulletin Boards: If you would like information posted, please give the item to the Facilities, Food & Beverages Coordinator in the Administrative area. It will be dated and posted on a bulletin board. **DO NOT** use your office door as a bulletin board. Objects taped or tacked to the door damage the surface and create a fire hazard.

Printers: There are printers located on the 2nd and 3rd floors of the institute, on the north and south side of the building at the end of the hall. There is a color printer located in the Administrative area. Please ask the receptionist or the IT staff to assist you with making color copies.

Copiers & Scanner: A large copier is located in the mailroom on the 1st floor with scanning capabilities. The mailroom copier can be accessed by entering the code located on the manila envelope, which held your office key. **You must enter the code twice**, once as the copier ID and once as the PIN. A smaller copier is located in the compact shelving room of the Library. Please restrict use of this copier to library materials only. There is another scanner located at the north end of the 3rd floor.

Fax Machine: The Institute has a fax machine located in the administrative area on the 1st floor. **THIS IS A STAFF USE ONLY MACHINE.** The number is (510) 642-8609. If you receive a document, the staff will place it in your mailbox. Before bringing items to be faxed to the administrative office, please see if the receiver will accept a scanned copy.

Mail: Incoming mail will be placed in your designated slot located in the mailroom, room 104. **Please do not have personal mail, such as bank statements or phone bills, delivered to you at SLMath.** The campus post office can refuse this mail, require you to pick up your mail on campus at 2000 Carleton St., or charge you \$12.00 (USD) to deliver it to SLMath. Outgoing mail is picked up on Tuesdays and Thursdays by 10AM. Outgoing SLMath **business-related** mail should be left unstamped in the wood basket to the right inside of the administration area, room 100. Be sure to put your name on the envelope in the return address section or **the envelope will not be mailed. Campus WILL NOT pick up or process personal mail (stamped or unstamped).** To use special services such as Overnight Mail and UPS shipping services, please see the Receptionist at the front desk. As a courtesy to our members, the Receptionist has stamps available for purchase for sending personal mail. Domestic stamps are \$0.50 (USD), international stamps are \$1.00 (USD).

Libraries: The SLMath library is non-circulating; please do not remove any items from the confines of the library area. No food or drink is permitted in the library. To check out books from the UC Berkeley campus libraries, members may obtain a UCB library card by bringing their SLMath ID card and an official picture ID to the Privileges Desk in Doe Library, located in the center of the UCB campus off of University Drive.



More information may be found [HERE](#).

SLMath's EZproxy server enables remote access to SLMath's online library resources. It enables you to download from home full text to which SLMath subscribes.

Most of these resources are listed on our [journals web page](#).

There are also some EZproxy links to ebooks in the [library catalog](#).

The first time you click on an EZproxy link on SLMath's library website in a browser session, a login page will come up. To access the login credentials, please email our librarian, Linda Riewe, at linda@slmath.org.

More information about SLMath's EZproxy and library usage guidelines can be found [HERE](#).

Nursery: For the convenience of nursing parents, SLMath has a private room on the 2nd floor of the building (Room #205). Please see the Receptionist for assistance.

Video Room: A video room is located in the library, to the left, and furnished with a large television screen to view videos, as well as a computer set-up. There is a reservation screen located outside of the room.

Supplies: SLMath provides pads of paper, chalk, pens, pencils and envelopes for your use. These are located in the Mailroom, room #104. Members are responsible for all other office supplies.

Member Directory: For a list of members in residence, please see the [member directory](#).

Food

Kitchenette: This 2nd floor Commons kitchenette is equipped with a day-use refrigerator, microwaves, flatware, cups, and dishes for members' use. **Please put all dirty dishes in the dishwasher prior to 3:00PM/15:00.** Please mark all items with your name and date before putting them in the refrigerator.

Coffee: Regular coffee and tea is available in the Commons kitchenette. Espresso pods for the espresso machine can be purchased from the Receptionist in quantities of 10, or by capsule. It is \$8.00 (USD) for a full sleeve, or \$1.00 (USD) per pod. A cappuccino foam maker is also available for use. Please be sure to clean the equipment when you have finished with it and keep the area tidy.



Lunch: Monday through Friday, you can order and pay online for lunch from a local restaurant, which will be delivered to SLMath. Here is the [lunch link](#). Frozen meals are also available for purchase in the Commons kitchenette freezer.

The closest food option is the [Tilden Park Golf Course Grizzly Bar & Grill](#), a 10 minute walk from SLMath.

Afternoon Tea: Tea, coffee, and refreshments will be served each weekday afternoon at 3:00PM/15:00. The serving time may vary during workshops.

Health Insurance

For Postdocs: SLMath provides health insurance to all SLMath Postdoctoral Fellows (and accompanying family members) regardless of citizenship. The enrollment forms were sent to you via email before the start of the semester. Any questions regarding health insurance for Postdocs should be directed to Arthur Bossé, the Operations Manager, located in the Administrative office on the 1st floor, room 117 or at abosse@slmath.org.

For Other Members: International Visitors coming on a J-1 visa must have insurance that satisfies the J-1 visa health insurance requirement. If you are not already appropriately covered by your home institution or employer, you may contact Stacey Wheeler at ITG Worldwide to inquire about purchasing such an insurance plan. Other International Visitors not on the J-1 visa may also inquire about purchasing health insurance by contacting Ms. Wheeler. She can be reached by email at stacyw@itgworldwide.com or by phone at 415-599-2475.

Further questions can be directed to Claude Ibrahimoff, International Scholar Advisor, by emailing int-advisor@slmath.org.

SLMath is unable to provide health insurance information to visitors who are U.S. citizens or permanent residents.

Activities During the Semester

Schedule

Every Friday, members will receive an email with the list of seminars, workshops, and other activities taking place at the Institute the following week. **If you do not receive these emails, please inform the Receptionist immediately.** A schedule will also be posted on the lobby bulletin board, and all events can be found on the [online calendar](#) on SLMath's website.

Workshops

SLMath hosts many workshops over the course of the academic year. If you plan to participate in a workshop (even one associated with your program), we ask that you **please register** using our online registration form. Once registered, you will receive special email announcements relating to the workshop, have an official event nametag, and be included on the final participants list. Your SLMath profile must be linked with an ORCID ID before you can complete the registration.

Note that you are **not eligible** for additional workshop funding if you are being funded as a Member during the workshop in question. For information about specific workshops, please see our website or talk to the Senior Administrator of Scientific Activities in room 103.

Seminars

If you are planning a lecture or seminar that is not part of a workshop, please email your request to the **Receptionist by the Wednesday of the week prior to the talk.** (Include any special needs such as overhead projectors, etc.) The **Receptionist** will secure a room and distribute announcements.

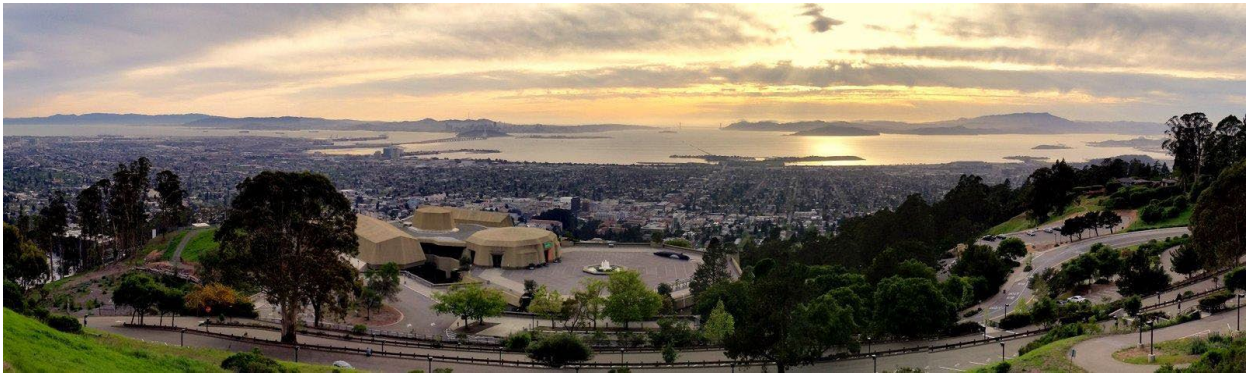
Recreational Privileges

Due to the Covid-19 pandemic, access to UC Berkeley recreational facilities is not guaranteed at this time. For information and updates check out the UC Berkeley Recreational Sports Facility [website](#).

Here are some options open to the community:

- [Downtown Berkeley YMCA](#): 2001 Allston Way, Berkeley, CA 94704
- [King Pool](#): 1700 Hopkins Street, Berkeley, CA 94707
- [West Campus Pool](#): 2100 Browning Street, Berkeley, CA 94702
- [Albany Aquatics Center](#): 1311 Portland Ave, Albany, CA 94706

SLMath is surrounded by scenic hiking trails and expansive views of the Bay area; we have provided copies of trail & campus maps in the front lobby of the building for your convenience.



General Facilities Information

Office Hours: The Institute's office hours are from 8:30AM to 5:00PM/17:00, Monday through Friday. The administrative office will be **closed from 12:30 PM – 1:00 PM/13:00 each day for lunch**. Check-in and check-out hours are from 9:00 AM to 12:00 PM and 1:00 PM/13:00 to 4:00 PM/16:00, Monday through Friday.

Security: The building will be locked at all times. Please do not leave valuables unattended. Please make sure that you do not open any doors marked "Emergency" **on weekends and on weekdays after 5PM/17:00**, or the building alarm will sound and the campus police will arrive. After 5PM/17:00, **DO NOT** hold the front door open for more than 19 seconds or the alarm will sound.

Lost and Found: Please see the Receptionist for any lost and found.



Chronicle / Paul Chinn

Policies

Children: Although children are always welcome at SLMath for a tour of Mom or Dad's workplace, or a brief supervised visit, the building is not set up to safely accommodate young children. We have found that extended visits bring up two important issues, the most critical being child safety, with the second concern being noise disruptive to other working scholars. We ask that you keep this in mind throughout the year but especially at the beginning of your stay when it may take some time to find appropriate arrangements.

Dress Code: We are quite casual, but we do require members to wear shoes at all times in the building, to comply with California State Public Health Codes.

Drug-Free Work Place: SLMath is a drug-free workplace. Members or staff found to be involved in the use or sale of controlled substances on the premises will be advised to seek professional assistance, and may be asked to leave the Institute.

Smoking: Smoking of any kind, including e-cigarettes, is **not allowed** within the interior of the building, nor anywhere on the grounds of SLMath. Please note that smoking is not allowed anywhere on the UC Berkeley campus. See the Receptionist for directions to where it is permissible to smoke.

Leaving the Institute

- Prior to your last scheduled day at the Institute, you will receive an email with a link to an **on-line survey**, which must be completed prior to departure.
- On your final day, once the survey has been completed, see the Receptionist to return your key and access card.
- If you have **multiple visits** scheduled, you must check-in and out with the Receptionist each time.
- Check-in and check-out hours are from 9:00AM to 12:00PM and 1:00PM/13:00 to 4:00PM/16:00, Monday through Friday.



Emergencies

Emergency Exits: The emergency exits are designated by wall signage throughout the building. Please familiarize yourself with the exit locations.

Injuries and First Aid:

Injuries may occur from time to time and it is important to know what to do when an injury occurs. There are two types of injuries; non-medical and serious injuries.

1. A **non-medical injury** is defined as any non-life threatening injury or illness that does not require immediate emergency medical treatment. Examples of these types of injuries would include:
 - Minor injuries such as cuts, bruises, minor burns etc.; or
 - Minor illnesses;

Although these types of injuries are those that are not life-threatening, they may require some basic first-aid. If you have an injury of this type, you should report to the Receptionist, or the Facilities, Food & Beverage Coordinator located in the administration area on the first floor. They will be able to provide access to the First-Aid Kit which contains adhesive bandages, gauze and other materials that can be used to address the injury. The person who has suffered the injury can determine the next course of action for themselves, such as having the injury assessed at an urgent care facility.

2. A **serious injury** is the type of injury that requires medical attention by a trained professional. Medical attention and life saving techniques should only be administered by trained personnel. Examples of these types of injuries would include:

- Chest pain;
- Difficulty Breathing;
- Excessive bleeding;
- Eye or head injuries;
- Ingestion or inhalation of a toxic substance;
- Seizures;
- Serious allergic reactions; or
- Suspected bone fractures.

If you encounter someone that has suffered a serious injury, it is important to get help for them as soon as possible. Follow these steps to summon help:

- Shout "**help!**" to get someone to come and assist;
- If someone responds, tell them to call 911 (an ambulance will be dispatched), and to get a staff person to assist;
- If no one has responded to your shout for help, you will need to go call 911 and then return to the injured person. State the problem, the building (Chern Hall or the SLMath, 17 Gauss Way Berkeley, CA 94720) where the emergency exists, and the number you are calling from. If no staff is onsite, send someone to meet the arriving emergency crew;
- Return to the victim. Keep the victim as calm and comfortable as possible;
- **DO NOT** try to administer First Aid that you are not qualified to provide;
- **DO NOT** move the person unless further injury would result from leaving them (such as falling debris or fire);
- Remain with the victim until help arrives.

Collegiality

SLMath strives to provide a welcoming and supportive environment for all. Among the primary benefits of a stay at SLMath are meeting new mathematicians, and enjoying collaborations both with old friends and new colleagues. We ask you to help us by including new people from all backgrounds in your circles as much as possible. The senior members in the community can set a positive tone in this way.

SLMath is committed to fostering a community of respect, collegiality, and sensitivity. The study of mathematics is challenging, often emotionally as well as intellectually; even mildly uncollegial behavior can have highly detrimental effects on another's ability to focus. In most situations, simple common sense and good judgment should suffice as guidance, but we appreciate that some questions of appropriate behavior can be more complex and subtle. We encourage staff and members to be respectful and supportive of one another.

Here are some ways you can help foster collegiality at SLMath:

- Reach out to people in the program whom you do not know, and actively build new connections
- Encourage mutual respect for similarities and differences--in background, expertise, judgments, and assigned responsibilities, with the goal of establishing mutual trust between colleagues
- Welcome diversity and encourage diverse opinions
- Avoid demeaning others or aggressively challenging their competence or mathematical abilities
- Refrain from promoting bias and stereotypes about race, nationality, religion, gender and sexual orientation, or other personal characteristics
- Understand that behavior can have an adverse impact on others, even in the absence of malicious intent by the actor

If a participant's unprofessional or non-collegial behavior is disrupting the atmosphere of an event, or the ability of others to participate, it is the event organizers' duty to act to address the situation. Such action may involve excluding the participant causing the disruption from that event. In such cases, the organizer must notify SLMath's administration of their action promptly, so that the matter can be reviewed. If the Directorate or the organizers feel that a longer-term action (such as dismissal from a program) is necessary, such an action can only be taken by the SLMath Directorate.

Discriminatory, harassing, or bullying behavior will not be tolerated. If you think you have experienced or witnessed such behavior, or if you do not feel comfortable with the way you are being treated, we urge you to contact the Operations Manager, Arthur Bosse, or the Deputy Director, H el ene Barcelo in person or by email at abosse@slmath.org or hbarcelo@slmath.org. However, any staff member whom you trust would also be appropriate. We will treat these concerns with discretion; however, there are circumstances where, as SLMath staff, we must act, even if it is not your preference. If you prefer to speak confidentially with someone independent of SLMath management, you may contact our Ombudsperson by email at ombuds@slmath.org or by calling 904-414-2996. If you prefer to anonymously submit a concern, you may use this [PORTAL](#)

We invite you to view the complete [Anti-Discrimination and Harassment Policy and Complaint Procedure](#).

*This statement is modeled after the UC Berkeley Department of Mathematics' *Statement on Collegiality, Respect, and Sensitivity*

Procedure for Resolving Issues of Collegiality

SLMath is committed to ensuring that all collegiality concerns are handled in a fair, impartial, thorough, and thoughtful manner. We will make all reasonable efforts to promptly initiate an inquiry into formal allegation(s) and conclude it in a timely fashion. Please note that the Ombudsperson is available as an informal option and contacting them will not necessarily trigger a formal inquiry.

SLMath will initiate an inquiry into incidents of non-collegial behavior, according to the following general guidelines:

- The Operations Manager will speak with both sides of the conflict, and any witnesses identified by the parties, with the goals of:
 - Trying to understand what happened
 - Listening without passing judgment
 - Finding ideas on appropriate resolution(s)
 - Finding ideas on how the situation could have been avoided or how the behavior can be prevented going forward
- Either side may refuse to meet with the Operations Manager or to comment on some aspects of the inquiry. In such a case the inquiry will continue based on the other available information
- Once the facts are gathered, the Operations Manager will meet with a member of the Directorate and other appointees (as deemed appropriate) to explain what happened, and discuss how best to respond and determine what action should be taken
- The Operations Manager, together with a member of the Directorate, will meet with both parties to convey the decision about any action that will be taken
- SLMath will follow-up with others who witnessed or were affected by the conduct

Please note that since the inquiry is a confidential process, while it is happening it may not be obvious to the reporter that serious actions are being taken. Should a preliminary inquiry demonstrate that the concern more appropriately falls under the [anti-discrimination and harassment policy](#), the investigative procedure of that policy will be followed.

Ombuds Services

SLMath has an Ombudsperson available to members. The Ombudsperson is SLMath's designated impartial and confidential third party who will discuss member's problems, concerns and complaints. All reports made will be confidential, except in cases where a person presents a danger to themselves or others.

If you would like to speak about a conflict, concern, or issue anonymously or confidentially, you may contact the SLMath Ombudsperson by email, phone, or anonymous portal. The Ombudsperson will listen, discuss options, and help you determine the next steps to take.

Email: ombuds@slmath.org

Phone: 904-414-2996

[Anonymous Portal](#)