

How to Respond to Allegations of Discrimination/Harassment

The University's Nondiscrimination and Anti-harassment Policy prohibits discrimination (including harassment) on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. Title IX prohibits sex-based discrimination, harassment, stalking, domestic violence, and sexual assault.

Anyone indicating any form of discrimination described above should be referred to the Office of Institutional Equity (OIE). The employee who received the concern should not only make the referral, but also report it to OIE and make a record of these actions. We outline the University's response protocol, "**The 3 Rs**," below.*

REFER

- In person, show empathy and neutrality,¹ provide a Title IX and/or OIE brochure, and verbally refer the individual to OIE.²
- Follow up by email, reminding the concerned party that OIE (or DOS) is the campus resource for handling discriminatory treatment. Please *do not include* a heavily detailed report of the alleged conduct or make conclusions that laws/policies have been violated.
- Provide OIE's contact information: equity.arizona.edu; 621-9449.
- Attach appropriate brochure(s) to the email (see titleix.arizona.edu or equity.arizona.edu to locate Title IX and OIE brochures online).

REPORT

- "cc" OIE in the same outgoing email at equity@email.arizona.edu.
- Reach out to OIE, yourself, if the alleged conduct is egregious or presents a continuing danger and you are concerned the student or employee will not reach out for assistance.

RECORD

- You have now recorded your actions; please maintain all relevant emails in your files.
- OIE maintains a record of referrals, as well.

Please encourage your colleagues and graduate students to take online training and to familiarize themselves with the University's reporting obligations and related resources.

*See reverse for proposed referral language.

¹ Keep in mind you are hearing one side of an issue that may involve more than one of your students or colleagues.

² The Office of the Dean of Students (DOS) will handle the issue if the alleged wrongdoer is a student. DOS contact information: (520) 621-7057; dos-deanofstudents@email.arizona.edu.



Proposed Referral Language

Dear _____,

Thank you for bringing your concerns about _____ to my attention. I want you to be aware of the services provided by the University's Office of Institutional Equity (OIE) in case you believe any of the behavior you reported to me may be in violation of the University's Nondiscrimination and Anti-harassment Policy (Policy), policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy. The Policy prohibits discrimination based on the following protected categories: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

You can learn more about OIE and its services at equity.arizona.edu and in the attached brochure(s). You may also contact OIE directly at (520) 621-9449 or equity@email.arizona.edu, if you want to communicate with OIE personnel about your concerns.

In short, OIE enforces the Policy and oversees the process for filing discrimination complaints. In appropriate cases, OIE also works with University personnel and students to address discrimination concerns through other, less formal means.

Please note that the Policy prohibits retaliation against you for bringing concerns of potential discriminatory treatment to my attention, or to the attention of OIE. In fact, the Policy prohibits anyone within the University from acting against you due to your opposing discrimination or expressing concerns about potential discrimination. If you believe this is occurring, please report it to me and/or OIE. We wish to ensure that retaliation does not continue, if occurring.

Once more, my thanks to you for informing me of these issues. If you have any questions or concerns, please contact me. Again, you may also speak with OIE if you wish.

Sincerely,

