

### **Information for Complainants**

**We are neutral.** The Investigator does not take sides. We are committed to providing a fair and unbiased review, and our investigations are focused on the information available. We also help Complainants and Respondents by providing information about support and advocacy services. If you have a concern that the Investigator cannot conduct a fair and unbiased review (e.g., has a personal connection with one of the parties or witnesses, etc.), please contact Anthony Walesby, Associate Vice Provost and Senior Director, OIE, immediately. Mr. Walesby may be reached at 734-763-0235 or [institutional.equity@umich.edu](mailto:institutional.equity@umich.edu). The situation will be assessed and a determination made as to whether a different investigator should be assigned to the matter.

**We help Complainants find the right process.** The University has processes that provide prompt and effective review of discrimination and harassment complaints. OIE addresses some of these concerns directly, but if OIE is not best suited to address the concerns, OIE will assist the Complainant in determining the appropriate office and provide contact information for that office.

**Support person.** Complainants may bring a support person with them to any meetings with the Investigator. We request that Complainants please let us know in advance if they will be doing so. Examples of a support person/advisor may include, but are not limited to: a friend, family member, SAPAC Advocate, attorney, etc. An individual who may be a witness in the investigation may not be present during the Complainant's interview.

**Anonymity and Confidentiality.** Complainants frequently want to know if the Respondent will be told they raised concerns. Respondents are provided enough information about the allegations to allow them a fair opportunity to respond, and the level of detail necessary to do that varies depending on the circumstances surrounding the incident and confidentiality concerns. OIE will consider requests of Complainant anonymity on a case-by-case basis, consistent with University policy.

**Interim measures.** In some cases, interim measures may be appropriate. Such measures may include separating the parties or such other measures as may be appropriate under the circumstances. OIE will ask Complainants about interim measures, although they sometimes are in place before the Complainant meets with OIE.

**Understanding the complaint.** The first step OIE takes in an investigation is to gather information about the complaint. This usually involves interviewing the Complainant and gathering all information the Complainant has, including documentation and names of witnesses, if any. Complainants are strongly encouraged to share all information they have regarding the matter.

**Interviewing the Respondent.** After OIE understands the nature and scope of the complaint, the Respondent is asked about the allegations and given a full and fair opportunity to respond. The Respondent is also asked to provide any documentation and identify witnesses relevant to the complaint. The Complainant is not present during the Respondent's interview and vice versa.

**Gathering other information.** OIE interviews witnesses and reviews documentation that it believes is relevant to the situation. OIE may also contact Complainant and Respondent with additional questions or to request additional information.

**Review of Investigation Summary.** If OIE determines it will produce a written investigation report, the Complainant and Respondent, if participating in the investigation, will typically be provided with a written

summary of the statement of each person interviewed (Complainant, Respondent and other witnesses) and documentation or other information reviewed by OIE. To ensure accuracy, the Complainant and Respondent are given the opportunity to provide clarifying comments on the summary. OIE reviews the comments submitted by the parties, if any, and determines whether the report should be modified. All comments from the parties are considered in reaching a determination on the matter.

**All information or documentation provided by either party, or by a witness interviewed in the course of an investigation, may be included in the final investigation report and shared with the other party to this matter and relevant University officials.**

**Decision and follow up.** After receiving the Complainant's and Respondent's comments, if any, OIE analyzes the information and reaches a conclusion. If an investigation report is produced, Complainant and Respondent receive a copy and it is submitted to relevant administrators for follow up. If OIE determines that inappropriate behavior or discrimination or harassment has occurred, the relevant administrators will follow up with corrective action aimed at addressing the offending behavior.

**Retaliation.** The University has a strong policy against retaliation. Complainants or witnesses who feel they are being subjected to retaliatory behavior are strongly encouraged to contact OIE immediately.

**Resources for support.** The University offers a variety of services to support faculty, staff and students with discrimination and harassment concerns. The available resources vary somewhat depending upon the nature of the case and whether the Complainant is a student, faculty or staff member. OIE can assist in identifying appropriate resources. Any individual who has experienced a crime or is concerned for their safety should call UMPD at 9-1-1 immediately. If the incident occurred off campus, local police should also be called. A short list of some available resources include:

- Mediation Services: 734/615-4789 or [www.umich.edu/~mediate/](http://www.umich.edu/~mediate/)
- Faculty and Staff Assistance Plan: 734/936-8660 or [www.umich.edu/~fasap/](http://www.umich.edu/~fasap/)
- Employee Assistance Plan (for UMHS staff): 734/763-5409 or [hr.umich.edu/mhealthy/programs/mental\\_emotional/eap.html](http://hr.umich.edu/mhealthy/programs/mental_emotional/eap.html)
- Counseling and Psychology Services: 734/764-8312 or [www.umich.edu/~caps](http://www.umich.edu/~caps)
- Sexual Assault Prevention and Awareness Center: 734/936-3333 or [sapac.umich.edu/](http://sapac.umich.edu/)

**More information.** If you have any other questions about the investigation, investigation process, resources or related matters, do not hesitate to contact the OIE staff member investigating your case at 734/763-0235.

**This information has been reviewed with me and I have been given the opportunity to ask questions about the investigation process, related University policies and resources.**

\_\_\_\_\_  
Complainant's Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date