INFORMAL COMPLAINT PROCESS

1. In the event that an individual believes that sexual harassment has been or is occurring, he or she is encouraged, but not required, to communicate clearly, preferably in writing, to the alleged harasser and state the conduct is not acceptable. The individual is also encouraged to maintain careful written records of the harassment and to continue to maintain current records throughout the process.

2. The individual should consider meeting with the Affirmative Action Officer or the Dean of Students, as appropriate, to discuss the sexual harassment allegation. If an individual cannot decide whether to initiate a formal complaint or is reluctant to discuss the matter with the alleged harasser, he or she may seek the advice of the Affirmative Action Officer or the Dean of Students who, with the individual’s permission, may seek to resolve the issue informally through discussions with the individual, the accused, and the accused’s supervisor.

A signed, written complaint shall not be required to initiate the Informal Complaint Process. However, if the individual does not wish to prepare a signed, written complaint, written documentation shall be prepared by an appropriate UAPB official in the Office of Affirmative Action (employees) or the Office of Student Affairs (students). Such written documentation shall include the nature of the complaint, the date(s) on which the alleged incident(s) occurred, and any witness(es) to the incident(s). The complaining individual shall be asked to read the written documentation prepared by the appropriate representative to acknowledge its accuracy; a written acknowledgment will be preferred and may be made in a separate document.

Written documentation shall be prepared before any informal discussions are held with the accused and the accused’s supervisor. The accused shall be given an opportunity to read the written documentation that may be edited by the appropriate UAPB official to protect the anonymity of the complaining individual.

3. If the parties are unable to reach a mutually satisfactory agreement after meeting, the option of filing a formal complaint is available. If a mutually satisfactory agreement is reached, it should be documented in writing and signed by the complainant, the accused, and any third party participating in the process.

4. For employees, the Informal Complaint Process may also include referral of either or both parties to confidential counseling through UAPB’s Employee Assistance Program (EAP).

5. The complainant, the Office of Affirmative Action, or the Office of Student Affairs may elect to refer the complaint to the Formal Campus Process at any time as deemed necessary to resolve the complaint in an appropriate and timely manner.