

Members of the community with a concern about a possible violation of this Policy should contact the Local Designated Resource for an initial consultation to discuss options, including informal resolution. If the individual objects to consulting with an individual Local Designated Resource on grounds of alleged conflict of interest or bias, they may bring the matter in the first instance to the Central Office, which will review the claims and, where appropriate, determine an alternative individual from the local School⁴ to serve as the Local Designated Resource for initial consultation.

Bringing a concern to the attention of the Local Designated Resource or Central Office does not automatically launch an inquiry or investigation. Supportive measures or other techniques for conflict resolution may be provided regardless of whether a mediated resolution or formal investigation is launched. Interested parties are advised to seek support, information, or advice from the Local Designated Resource or the Central Office. They can expect to learn about resources available at the University and elsewhere that provide counseling and support. They can also request information about the steps involved in pursuing informal resolution or filing a formal complaint, as well as supportive measures, as appropriate.

Reports or complaints can be made anonymously and recorded. However, under such circumstances the ability of the University to fully address the complaint or report may be limited. A website listing available support resources offered to University community members is forthcoming.

C. Formal Complaint Procedures

1. *Filing of a Formal Complaint:* If efforts at informal resolution are unsuccessful or not feasible, the complainant may file a complaint. Complainants filing a formal complaint cannot remain anonymous or prevent their identity from being disclosed to the respondent. A complainant may file a formal complaint with the Local Designated Resource or with the Central Office. The complaint must be in writing and should be written in the complainant's own words. The complaint should identify the parties involved⁵; describe the allegedly bullying or abusive behavior, including when and where it occurred; and identify by name or description any witnesses or evidence (e.g. correspondence, records, etc.). Within 5 ordinary business days of receiving a complaint, the relevant Local Designated Resource and the Central Office will share the complaint with each other and engage in a preliminary consultation about the claim asserted. If a complaint involves a complainant and respondent from different Schools within the University, the School of the respondent will be the Local Designated Resource. If multiple complaints are filed at or near the same time against the same respondent, the Local Designated Resource, after consultation with the Central Office, may pool the complaints into a single investigation but is not required to do so.

If the complainant objects to the involvement of an individual Local Designated Resource based on alleged conflict of interest or bias, they must make the objection at the time that they file

⁴ Throughout this policy, the term “local School” refers to the School of the Local Designated Resource or, where the Local Designated Resource is in Central Administration, Central Administration.

⁵ While the formal complaint cannot proceed without an identified respondent, other avenues may be pursued to try to identify anonymous respondents.

