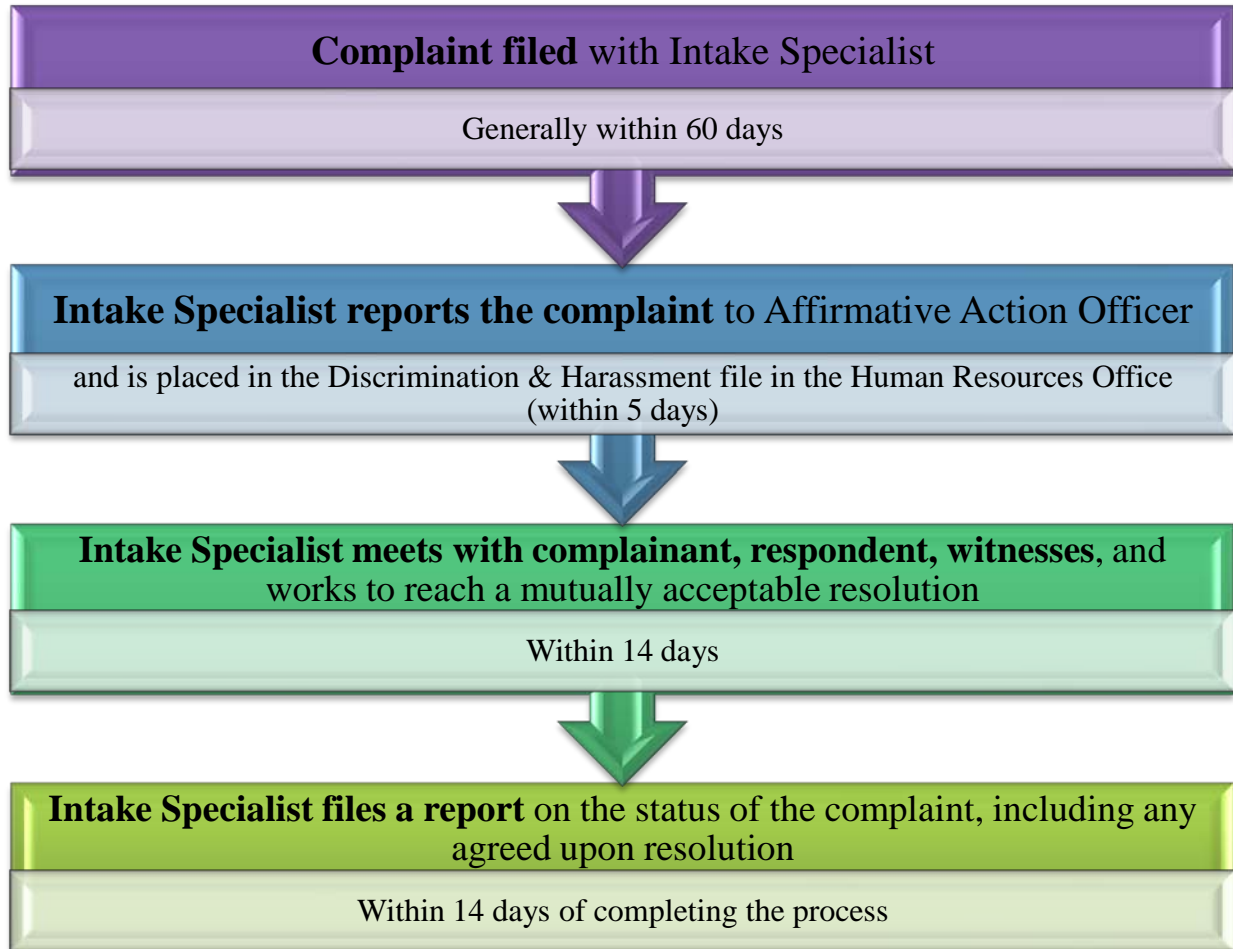


# DISCRIMINATION AND HARASSMENT PROCEDURE FLOW CHART

## INFORMAL COMPLAINT PROCEDURE



## FORMAL COMPLAINT PROCEDURE

**Formal Complaint Procedure** may be **initiated** if there is **no acceptable resolution** via the Informal Complaint Procedure;

**OR:** By request of the complainant, respondent, or Intake Specialist.

A **written complaint is filed** with the Affirmative Action Officer.

A **3 person Hearing Panel is chosen** from the Discrimination and Harassment Policy Complaint Hearing Panel Pool.

One panel member is chosen by the complainant, one by the respondent, and the third is selected jointly by the other two panel members.

The **Hearing Panel conducts a fact-finding investigation**, meeting with complainant and respondent, interview witnesses, and review relevant evidence.

**Hearing Panel prepares a report**

Draft of the Hearing Panel's findings of fact is given to both the complainant and respondent for comment.

Parties have 7 days to comment

**Panel's report is submitted** to complainant, respondent and Affirmative Action Officer, and placed on file in the Office of Human Resources.

Complainant and respondent may respond to the report in writing within 7 days.

Affirmative Action Officer **sends full report to the College President.**

**President issues decision** in writing within 7 days.