An EO Incident is conduct that could constitute a violation of the University’s Preventing and Addressing Discrimination and Harassment Policy (“PADH Policy”) or Preventing and Addressing Retaliation Policy (“PAR Policy”). Potential EO Incidents include allegations of discrimination, harassment, and/or retaliation on the basis of a protected characteristic. Allegations of EO Incidents must be responded to in a prompt and effective manner.

As a Dean, Chair, or unit manager, your role upon receiving a complaint of a potential EO Incident is to (1) assure the complaining individual that the complaint will be addressed; (2) inform your Human Resources (HR) contact of the complaint immediately; (3) work with the HR contact and/or EOP to manage the situation until the complaint is closed; and (4) if the accused individual is under your supervision, monitor the workplace or academic environment for potential retaliation. This EO Incident Checklist is intended to assist you in fulfilling these duties. While the Checklist represents best practices for responding to EO Incidents, extraordinary circumstances may arise which require deviation from this Checklist. When in doubt, immediately contact EOP at 4-3200.

***Please Note: allegations of physical violence, sexual assault or violence, touching of a sexual nature, or other severe behavior, may never be resolved informally and must be referred to EOP immediately.***

EO Incident Checklist

- Upon learning of a potential EO incident, notify your school/department/unit Human Resources (HR) contact or University Human Resources (UHR) consultant immediately.

- If the complaining individual asks to speak with you before you are able to notify HR:
  - Ask the complaining individual what his/her concern is.
  - Determine if a protected characteristic is involved. If not obvious, ask the complaining individual why he/she thinks the accused individual is engaging in the alleged behavior.
  - Inform the individual that you will be contacting HR to schedule a meeting with him/her to address the matter. If the individual alleges physical or sexual violence, inform the individual that you would like to contact HR and/or EOP immediately for assistance.
  - If the complaining individual appears upset, advise of resources available to him/her. Students should be referred to the Office of the Dean of Students. Employees should be referred to the Faculty and Employee Assistance program.
  - Follow-up with HR immediately.

- Coordinate with HR about next steps, including, but not limited to:
  - EOP notification and consultation, if a protected characteristic is involved;
  - Attending the meeting with the complaining individual and HR, if appropriate;
  - Potential interim measures to protect the complaining individual, if necessary;
  - Consideration of how, if at all, the complaining individual’s schedule, workload or environment will be affected by any interim measures pending resolution. Beware of actions that could be perceived as retaliation. Consult with EOP before implementing interim measures.
  - Determination of who should meet with the accused individual to notify him/her of the allegations and the University’s non-retaliation policy.

1 Race, color, age, mental or physical disability, sex (including sexual harassment, sexual assault and pregnancy discrimination), ethnicity or national origin, religion, marital status, veteran status, sexual orientation, or family medical and genetic information
EO INCIDENT CHECKLIST - DEANS/CHAIRS/MANAGERS

☐ If the complaining individual files a complaint with EOP or EOP determines an investigation is necessary, cooperate with EOP’s efforts to investigate or otherwise resolve the complaint.

☐ If the complaining individual chooses not to file a complaint with EOP, consult with EOP and HR to decide if an inquiry by HR is required to determine whether a violation of the Standards of Conduct occurred.

☐ Follow-up with the complaining individual about what has been done. Check-in with the complaining individual periodically to inquire how he/she is doing.

☐ Maintain any and all notes and emails regarding the complaint and provide to HR contact.

☐ Ensure any remedial/disciplinary actions resulting from an HR inquiry or EOP investigation are enforced.

☐ Verify HR contact has informed EOP of all measures taken and that matter is closed.