APPENDIX I: EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY
STATEMENT AND PROCEDURES FOR COMPLAINTS OF
DISCRIMINATION OR HARASSMENT

I-4 NOTICE TO THE UNIVERSITY

An individual or group believing that they have experienced discrimination or harassment in an educational program, or in services for which they are eligible should notify one of the above offices appropriate to the Complainant’s status, promptly after the incident of act of discrimination or harassment occurs, or when the person has a reasonable knowledge or belief of the discrimination or harassment, preferably within 30 working days.

Information concerning an alleged prohibited discriminatory or harassing incident or situation, regardless of source or method of transmission, will be considered sufficient cause to begin an investigation. Depending upon the nature of the complaint or allegations, the University will try to keep the complaint or allegation confidential; however anonymity or confidentiality cannot be guaranteed.

Administrators, faculty, and staff are obligated to refer the individual and to notify the appropriate reporting office or the Affirmative Action Office, as defined in the procedures, about the content of the disclosure and incident information. Administrators, faculty, and staff may not dissuade an individual from informing them of a possible discriminatory or harassing situation. Administrators, faculty, and staff also are obligated to inform the individual of their required reporting obligations.

Once the University has notice of a complaint of discrimination or harassment through any administrator charged with investigating the complaint, that administrator shall notify the Affirmative Action Office immediately. As the office of record, all documentation shall be sent to the Affirmative Action Office when the case is completed. The Office of UND Police is the office of record for statistical data required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

REVISION RECORD:
August 1, 2012 - Published