



THE UNIVERSITY OF ARIZONA

Office of  
Institutional Equity

## The Three Rs

for making referrals to OIE.

Referring students and employees affected by discrimination to OIE is as easy as sending an email. **One email serves three important functions - remember the "3 Rs."**

## REFER

To refer the concerned party to OIE, **provide our contact information to the employee or student via email.**

THREE Rs.  
ONE EMAIL

1. REFER

2. REPORT

3. RECORD

## REPORT

Your reporting obligation is satisfied by copying OIE on your referral email. **Make sure to CC [equity@email.arizona.edu](mailto:equity@email.arizona.edu)!**

To learn more, visit [equity.arizona.edu/refer](http://equity.arizona.edu/refer)

## RECORD

**Save your email** as a record of your referral. That's it! You've made a successful referral to OIE.

Contact us at 621-9449 or [equity@email.arizona.edu](mailto:equity@email.arizona.edu)