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.

**REPORT**
Your reporting obligation is satisfied by copying OIE on your referral email. **Make sure to CC equity@email.arizona.edu!**

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

To learn more, visit equity.arizona.edu/refer

Contact us at 621-9449 or equity@email.arizona.edu