



## How to Respond to Allegations of Discrimination/Harassment

The Office of Institutional Equity (OIE) supports efforts to uphold the University's commitment to creating and maintaining a working and learning environment that is inclusive and free of discriminatory conduct as required by the University's Nondiscrimination and Anti-harassment Policy. This policy prohibits discrimination (including harassment) on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information, which may include conduct prohibited under federal Title IX regulations.

Anyone indicating potential discrimination as described above should be referred to OIE. The individual who received the concern should make the referral utilizing “**The 3 Rs**,” process outlined below.\* This process allows for proper referral, reporting, and record-keeping in one communication.

### REFER

- In person, show empathy and neutrality,<sup>1</sup> provide an OIE brochure (if available), and verbally refer the individual to OIE.
- Follow up by email, reminding the concerned party that OIE is the campus resource for handling discriminatory treatment. Please *do not include* a heavily detailed report of the alleged conduct or make conclusions that laws/policies have been violated.
- Provide OIE’s contact information: [equity@email.arizona.edu](mailto:equity@email.arizona.edu); (520) 621-9449.
- Attach OIE’s electronic brochure to the email (see [equity.arizona.edu](http://equity.arizona.edu) to locate the OIE brochure online).

### REPORT

- “cc” OIE in the same outgoing email at [equity@email.arizona.edu](mailto:equity@email.arizona.edu).
- Reach out to OIE, yourself, if the alleged conduct is egregious or presents a continuing danger and you are concerned the individual will not reach out for assistance.

### RECORD

- You have now recorded your actions; please maintain all relevant emails in your files.
- OIE maintains a record of referrals, as well.

***Please encourage your colleagues and graduate students to take [online training](#) and to familiarize themselves with the University’s reporting obligations and related resources.***

\*See reverse for proposed referral language.

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<sup>1</sup> Keep in mind you are hearing one side of an issue that may involve more than one of your students or colleagues.



## Proposed Referral Language

Dear \_\_\_\_\_:

I appreciate your willingness to share your experiences with me. Because you stated that [*quote the student's/employee's language or use general language here*], part of my role is to connect you with University resources and options that may be of assistance to you. I encourage you to contact the Office of Institutional Equity (OIE) to speak with them personally about your experiences, to the extent you wish to share that information, and so they can answer any questions you may have about available resources and options. Our interest is in ensuring that you have resources and support, and I encourage you to share with OIE as you feel comfortable.

You can learn more about OIE and its services at [equity.arizona.edu](http://equity.arizona.edu) and in the attached brochure. You may also contact OIE directly at (520) 621-9449 or [equity@email.arizona.edu](mailto:equity@email.arizona.edu), if you want to communicate with OIE personnel about your concerns.

Please note that the Policy prohibits retaliation against you for bringing concerns of potential discriminatory treatment to my attention, or to the attention of OIE. In fact, the Policy prohibits anyone within the University from acting against you due to your opposing discrimination or expressing concerns about potential discrimination. If you believe this is occurring, please report it to me and/or OIE. We wish to ensure that retaliation does not continue, if occurring.

Again, I appreciate the opportunity to provide you with this information.

Sincerely,

Your Name/Title/Contact Information

c: OIE

