

# Reporting to the Equal Opportunity Office.

A CLEAR RESOURCE FOR WWU STUDENTS

IN THIS GUIDE...

**COMPLAINANT = THE PERSON MAKING AN EOO COMPLAINT.**

**RESPONDENT = THE PERSON THE COMPLAINT IS AGAINST; THE PERSON WHO PARTICIPATED IN DISCRIMINATION.**

## STEP 1

### FIRST EOO CONTACT

THE PROCESS BEGINS WHEN YOU GO TO THE EQUAL OPPORTUNITY OFFICE, LOCATED IN OLD MAIN 345. FROM THERE, YOU HAVE TWO OPTIONS. YOU CAN CHOOSE TO...

YOU CAN SEEK EXTERNAL ADVOCACY FROM DOMESTIC VIOLENCE AND SEXUAL ASSAULT SERVICES OF WHATCOM COUNTY AT 1-877-715-1563, OR EXTERNAL LEGAL HELP FROM THE LAW ADVOCATES AT 360-671-6079 AT ANY TIME DURING THIS PROCESS.

## STEP 2

### FILE A FORMAL COMPLAINT

FILE A FORMAL COMPLAINT WITH THE EOO. YOU WILL MEET WITH AN EOO INVESTIGATOR AND PROVIDE A FORMAL STATEMENT, INCLUDING THE NAMES OF POSSIBLE WITNESSES. THIS PROCESS INVOLVES FILLING OUT A COMPLAINT FORM, WHICH MUST INCLUDE THE NAME OF THE RESPONDENT. IN TEN DAYS, THE VP OF THE EOO, SUE GEUNTER-SCHLESINGER, WILL DECIDE WHETHER YOUR COMPLAINT FALLS UNDER THE JURISDICTION OF THE EOO AND WHETHER THERE IS ENOUGH EVIDENCE TO CONDUCT AN INVESTIGATION. IF DENIED, YOU CAN FILE AGAIN OR GO TO ANOTHER SOURCE OUTSIDE WESTERN WASHINGTON UNIVERSITY.

## STEP 4

### THE INVESTIGATION

WITHIN 60 WORKING DAYS OF THE FILING DATE, THE EOO WILL BEGIN AN INVESTIGATION. A REPORT WILL BE WRITTEN AND GIVEN TO BOTH YOU AND THE RESPONDENT

### ADDITIONAL INFORMATION

IF A STUDENT DOESN'T WISH TO FILE A COMPLAINT, THE UNIVERSITY ADMIN OR THE EOO CAN FILE ONE IN THEIR PLACE. THE NAMES OF INDIVIDUALS IN THIS DOCUMENT ARE SPECIFIC TO WESTERN WASHINGTON UNIVERSITY. THE ROUGH TIMELINE GIVEN IN THIS DOCUMENT MAY BE LONGER DEPENDING ON MULTIPLE FACTORS. A FULL VERSION OF THE DISCRIMINATION COMPLAINT PROCEDURE FOR WWU CAN BE FOUND AT [TINYURL.COM/Y5GBU2LS](http://TINYURL.COM/Y5GBU2LS).

## STEP 3

### INFORMING THE RESPONDENT

THE EOO WILL THEN NOTIFY THE RESPONDENT, AND SET UP AN IN-PERSON MEETING IN WHICH THE ALLIGATIONS WILL BE DISCUSSED. THE RESPONDENT WILL SEE THE STATEMENT THAT YOU GAVE, AND BE ENCOURAGED TO WRITE A WRITTEN RESPONSE WITHIN TEN DAYS. THE PROCEEDINGS WILL CONTINUE EVEN IF THEY DECIDE NOT TO PARTICIPATE.

## STEP 5

### SANCTIONS

AFTER THE INVESTIGATION, THE STUDENT CONDUCT OFFICER MICHAEL SLEDGE (IN THE CASE THE RESPONDENT IS A STUDENT), OR THE VP OF ACADEMIC AFFAIRS BRENT CARBAJAL (IN THE CASE THAT THE RESPONDENT IS A WWU EMPLOYEE) WILL DETERMINE APPROPRIATE ACTION IN RESPONSE TO THE FINDINGS. POSSIBLE SANCTION INCLUDE (FOR STUDENTS): TRAININGS, WRITTEN EDUCATIONAL PAPERS, NO TRESSPASS/CONTACT ORDER, TERMINATION OF CAMPUS HOUSING, SUSPENSION OR EXPULSION FROM WWU. SANCTIONS FOR EMPLOYEES MAY RANGE FROM TRAININGS, LETTERS OF REPRIMAND, DEMOTIONS, POSTPONEMENT OF LEAVES OR SALARY INCREASES TO FULL OR PARTIAL SUSPENSION, OR TERMINATION OF EMPLOYMENT.

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