MEMORANDUM

TO: Complainant

FROM: Diversity, Inclusion and Equal Opportunity Office

SUBJECT: Expectations for the DIEO Complaint Process

The Diversity, Inclusion and Equal Opportunity (DIEO) Office has developed this memorandum in order to advise you of what to expect since you have filed an allegation(s) with this office.

You can expect the DIEO Office to:

- treat you in a professional and respectful manner.
- explain the DIEO Complaint Process to you.
- interview the Respondent, interview the necessary witnesses, and gather the relevant documentation for the purposes of conducting an investigation.
- draft a Final Investigative Report at the conclusion of the investigation.
- keep information as confidential as possible while the investigation is open.

You are expected to:

- cooperate fully with requests for information or other assistance in completing the Complaint Process.
- review the DIEO Complaint Process found online.
- ask questions, if there is something you do not understand.
- keep information concerning the allegation and the information gathered during the investigation as confidential as possible.
- contact the investigator assigned to investigate the allegation if you wish to receive an update on the status of the investigation. If you do not have the investigator’s contact number, please feel free to call the front desk at 813.974.4373 and ask for the investigator.

The DIEO Office would also like to remind you that you may request conflict resolution or mediation of your allegation at any time during the Complaint Process. For more information, go to DIEO Office’s website address at http://usf.edu/diversity/.

Revised November 2014