MEMORANDUM

TO: Respondent
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 during the DIEO Complaint Process if an allegation of protected category discrimination has been filed against you.

You can expect the DIEO Office to:

- treat you in a professional and respectful manner.
- explain the DIEO Complaint Process to you.
- interview you, 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:

- review the DIEO Complaint Process found online.
- ask questions, if there is something you do not understand.
- cooperate fully with requests for information or other assistance in completing the investigation.
- 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.
- keep information concerning the allegation and the information gathered during the investigation as confidential as possible.
- not retaliate against the Complainant or anyone else who participates in the Complaint Process. If you have questions about what may constitute retaliation, please contact the investigator.

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

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