

Equal Opportunity and Outreach

Inquiries into Complaints and Concerns of Discrimination: What You Need to Know

UMass Lowell and its employees are prohibited by federal and state laws from discriminating against employees and applicants based on race, color, religious creed, national origin, ancestry, sex (gender discrimination or sexual harassment), age, disability, retaliation, sexual orientation, and genetic information. Administrative Announcements regarding discrimination and equity are available at the EOO website, www.uml.edu/equal. *Under state non-discrimination law and the University policy on Equal Opportunity, Administrative Announcement No. 5, the employer is required to respond to related concerns whether or not a complaint has been filed. Those who direct the work of others are required to report concerns to Equal Opportunity and Outreach.*

Standard Practice and Process - University Policy as indicated:

The review of alleged sexual harassment related concerns or a complaint begins with the Informal Resolution Process (page 51). However, either party may also request the Formal Resolution Process (page 52).

The review of all other forms of alleged discrimination related concerns or complaint begins with the Grievance Procedure - Informal State (page 56).

Intake: Intake of this matter is not to be interpreted that a violation of University policy has occurred. Through the intake process, the individual notifies EOO of his or her concerns or complaints. Intake simply means that initially the matter appears to fall under the realm of equal employment opportunity issues. During the review process which may include an inquiry, EOO staff will review the circumstances that gave rise to the allegations. The information resulting from this process will be used to determine whether or not there may have been a violation of the University's anti-discrimination policies.

Burden of Proof: Generally, the burden of proof falls on the individual bringing the matter to demonstrate whether University policies may have been violated.

Retaliation Prohibited: University policy prohibits retaliation against those who have filed or who have participated in the inquiry into concerns or complaints of discrimination. Any attempts to treat these parties in a negative, punitive, or coercive manner that violates University policy and anti-discrimination law. Similarly, aggrieved parties cannot be urged to accept a resolution that is not agreeable to them.

Timeframe: We take these matters seriously and will thoroughly review this matter. In addition to reviewing concerns, investigating complaints, EOO conducts training, provides outreach, responds to requests for accommodation, and other affirmative action related activities. Given our responsibilities and limited resources, it may take us longer than anticipated to conduct a full and fair review into this matter. We will advise on a regular basis of the progress of the inquiry.

Concern or Complaints of Discrimination

(Continued)

Confidentiality: This matter is confidential. The content will only be disclosed on a need-to-know basis for the purposes of conducting an inquiry. *It is your responsibility to maintain the confidentiality of this matter as indicated below.*

Inquiry: EOO will conduct an inquiry into the allegations of discrimination. The purpose of the inquiry is to establish whether the alleged conduct occurred, and if so, whether such conduct may be a violation of University policy. EOO does not represent or advocate for either party in this matter. You will be notified in writing of the outcome of this matter.

Responsibilities of Parties:

Please advise EOO of any changes in your contact information and mailing address.

It is your responsibility to be available for EOO to contact you and to cooperate with the inquiry process.

You are required to be truthful and complete in your accounts of the event related to this matter.

It is your responsibility to maintain the confidentiality of this matter. Disclosure to any third party may constitute interference with the inquiry, which may cause difficulty during the fact-finding portion of the inquiry.

Role of Equal Opportunity and Outreach

EOO will endeavor to treat you with dignity and respect during this challenging time. This can be an intense process as we will be reviewing your allegations in great detail.

Thank you for your patience and cooperation with a fair and ethical inquiry.

Oneida D. Blagg
Director