

NON-DISCRIMINATION AND ANTI-HARASSMENT PROCEDURES

PROCEDURES

Anyone who believes they have been the subject to prohibited conduct, or who may have been witness thereto, should immediately report the circumstances in accordance with the procedure set forth below. The University may investigate any conduct that violates this Policy, even in the absence of a complaint, and take remedial action where appropriate.

Any affected person should contact:

- Director of Human Resources (for employees); or
- University Title IX Manager (for students); or
- Office of the Dean of Students;
- Chief Diversity Office (students or employees);
- Dean of Diversity, Equity, and Inclusion (where applicable); and
- Department of Public Safety

University Investigation of Complaints

- Investigation – A prompt, thorough and impartial investigation will be conducted. Every effort to complete the investigation, typically within 30 days, although this may vary depending on the complexity of the case. The University will interview both parties, as well as the person who made the initial complaint, if different from one of the parties, and any other person who may have information regarding the incident, each of whom is expected to cooperate with any investigation. The investigator may also review relevant documents. Both parties will have an opportunity to be heard and present information. University will use its best efforts to keep the investigations confidential to the extent possible.
- Findings and Recommendations –
 - At the conclusion of the investigation, a finds report will be prepared summarizing the evidence collected and conclusions drawn regarding whether discrimination or harassment occurred.
 - Where the investigation results in a finding the University will take immediate and appropriate remedial action, including disciplinary action.

Procedures for Non-Discrimination and Harassment Complaints against Students

- Reports may be made any time
- Investigations will aim to be completed within 30 days, although this may vary depending on the complexity of the case
- Findings may result in:
 - No further action
 - Voluntary resolution when appropriate to address the conduct without disciplinary action
 - An investigation and adjudication that may lead to disciplinary action.
- Notification of Outcome:
 - Both the complainant and respondent will be notified in writing of the outcome of the investigation and any actions taken as a result.

- Appeals Process:
 - If either party is dissatisfied with the outcome of the investigation, they may appeal the decision by submitting a written appeal to a designated appeals committee within five working days of receiving the findings report. The appeal must specify the grounds for contesting the outcome.
- Actions: Where appropriate, sanctions may include educational, restorative, rehabilitative, and punitive components. Some behavior is so egregious in nature, harmful to the people involved, or so detrimental to the educational process that it requires severe sanctions, including suspension from the University or expulsion from University.

Procedures for Non-Discrimination and Harassment Complaints against Employees

- Reports may be made any time
- Investigations will aim to be completed promptly, within 30 days, although this may vary depending on the complexity of the case
- Notification of Outcome:
 - Both the complainant and respondent will be notified in writing of the outcome of the investigation and any actions taken as a result.
- Appeals Process:
 - If either party is dissatisfied with the outcome of the investigation, they may appeal the decision by submitting a written appeal to a designated appeals committee within five working days of receiving the findings report. The appeal must specify the grounds for contesting the outcome.
- Findings may result in:
 - No further action
 - Voluntary resolution when appropriate to address the conduct without disciplinary action
 - An investigation and adjudication that may lead to disciplinary action.
- Where appropriate, sanctions may result in corrective measures, such as educational, restorative, or rehabilitative components, and/or disciplinary actions. Some behavior is so egregious in nature, harmful to the people involved, or detrimental to the safety of our campus community that it requires severe disciplinary actions, up to and including termination of employment from the University.

Closing Out a Complaint: Once all procedures have been completed, including any appeals, the case will be formally closed:

- All materials related to the complaint and investigation will be documented and stored securely;
- The investigating office may conduct follow-up meetings with both parties to ensure no further issues arise and that any necessary support is provided;

Prohibition against retaliation: LIU strictly prohibits retaliation against anyone who reports discrimination or harassment in good faith or participants in an investigation. Any retaliatory actions should be reported immediately and will be subject to further investigation. This structured approach aims to ensure that all complaints are handled fairly and efficiently.