OIE has developed this memorandum in order to advise you of what to expect since you have filed an allegation(s) with this office. OIE serves as an objective, fact finder in the investigation process and does not advocate for parties to a complaint.

You can expect the OIE office to:

- Explain the OIE complaint process to you.
- Review the information that you submit during the Intake process and make a determination of whether or not the information presented warrants an investigation.
- Interview the Respondent, interview necessary witnesses who have relevant information, and gather the relevant documentation for the purpose of conducting an investigation.
- Make an effort to contact you every week to advise you of the status of your allegation(s). Please provide up to date contact information. If you do not hear from us, please feel free to contact the investigator assigned to your case or you may call our office at (504) 862-8083.
- Keep information as confidential as possible while the investigation is pending. However, absolute confidentiality cannot be assured. Only those who have a need to know, will be informed about the substance of the information you have provided.
- Use your name and/or the substance of the information you have provided, if necessary.
- Complete the Intake and/or Investigation process in the timeliest manner possible and inform you when the investigation is complete.

You are expected to:

- Cooperate fully with requests for information or other assistance in completing the Intake and/or Investigation process.
- Review the OIE complaint procedures found online or in the complaint packet so you are familiar with the process.
- Ask questions, if there is something you do not understand.
- Keep information concerning the Intake and/or Investigation as confidential as possible.
- Contact OIE immediately if you believe that you are being subjected to retaliation.
Tulane’s Equal Opportunity policy prohibits retaliation if you have filed a complaint or participate in the complaint process.

For further information call 862-8083.

Revised 8/06