MEMORANDUM

TO:    Witness or Party to a Complaint

FROM:  Office of Institutional Equity (OIE)

SUBJECT: Expectations for the OIE Complaint Process

OIE has developed this memorandum in order to advise you of what to expect since you have been named as a person who may have relevant information involving a complaint that has been filed with OIE. 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
- Answer any questions you may have about the process
- Interview you to determine if you have relevant information
- Gather the relevant documentation for the purposes of conducting an investigation
- Keep information as confidential as possible. However, absolute confidentiality cannot be assured. We may need to refer to the substance of your statement during the investigative process and to complete our investigation. Only those who have a need to know will be informed about the substance of the information you have given.
- 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

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 participated in the complaint process

For further information on OIE contact us at (504) 860-8083.