

## EEO COMPLAINT PROCEDURE

A complaint relating to discrimination, or harassment based on any protected status, as defined by University policy, including sexual harassment or sexual violence, or retaliation related to such a complaint may be filed with the Manager, Equal Employment Opportunity or the Assistant Vice President, Human Resources or your Division Head. If possible, the complaint should be filed within 180 days of the most recent act. The longer the delay in reporting, the more difficult it is to investigate the complaint fairly and adequately and prevent the repetition of the offensive behavior.

All complaints will be given thorough consideration and appropriate action will be taken. Factors reviewed in determining whether harassment in violation of University policy has occurred include the frequency, severity, and context of the behavior and whether a reasonable person in a similar situation would find that the conduct, when taken as a whole, more likely than not is so pervasive or severe as to create a hostile or abusive work or learning environment. If the event is determined to be isolated or not severe enough to rise to the level of illegal harassment, but is nevertheless inappropriate for the work or learning environment, administrators and supervisors should take corrective action as necessary.

To the extent possible, the confidentiality of all parties involved in a complaint investigation and proceedings related to a claim of discrimination or harassment based on a protected status as defined by University policy, including sexual harassment or sexual violence, will be observed to the extent that it does not interfere with the University's ability to investigate the allegations, take corrective action, or comply with federal, state, or local laws. Consequently, the University cannot ensure complete confidentiality but will evaluate any request for confidentiality in the context of its responsibility to provide a safe, harassment free, and nondiscriminatory environment for all members of the University community. Information about individual complaints and their disposition is considered confidential and will be shared only as determined to be appropriate by the University or as required by law.

All University employees are expected to act in good faith when making a complaint or participating in the investigation of a complaint. This applies to utilizing any complaint process provided by the University. The complaint process shall not be used to bring frivolous or malicious complaints against students, faculty, staff, administrators, or visitors. If the University determines a complaint has not been made in good faith, disciplinary action up to and including termination or expulsion may be taken against the person bringing the complaint. Refer to the Human Resources website at [www.southalabama.edu/hr](http://www.southalabama.edu/hr) or your Human Resources office for additional information.