

# Title VII Process - Informal

Title VII addresses bias, harassment and discrimination between employees, patients, and community members and third-parties on the basis of sex / gender, sexual orientation, gender identity and expression (including a transgender identity) race, color, ethnicity, national origin, language, religion, disability, and/or retaliation for reporting harassment, bias and/ or discrimination on the basis of these protected categories.

When the OEO receives a complaint, the office will contact the person/s who felt harmed to ask how they want to resolve the matter - formally or informally. This flowchart depicts the informal process. For the formal process, please see that flowchart.

"I want this conduct to stop." OR "I want them to know this hurt me."  
[NOT: "I want a formal investigation."]

The OEO contacts the respondent, if known, for an OEO conversation. This can include as much or as little information or identification of the complainant as the reporting person is comfortable with the OEO sharing with the respondent.

The OEO reports back to the complainant about the OEO conversation with the respondent. Informal remedies can include coaching, counseling conversations, targeted training, stay away requests, no contact orders, facilitated discussions, mediation, or other potential remedies unique to the case.

Important to note:

- The OEO reserves the right to move an informal complaint to a formal complainant and will discuss this with the reporter or complainant.
- Because informal findings are not subject to personnel or student records, OEO informal decisions cannot be appealed.

It is important to note that this process is not necessarily linear or fixed. The OEO treats each case uniquely. Thus, certain steps may be modified or skipped to ensure the process best addresses the specifics of a case.