DISCRIMINATION COMPLAINT PROCESS  
*(Section 46a-68-89)*  
September 2019

This section was in compliance in the prior plan filing with the following recommendation by the CHRO Reviewer:

“In addition to informal internal complaints when their investigation may exceed the 90 day investigation timeframe, the complainants should also be reminded of their options to file with the Commission on Human Rights and Opportunities, E.E.O.C., etc.”

**Action:** UConn Health agrees fully with the recommendation to always inform complainants of their legal right to seek remedy from all available resources. UConn Health Center’s EEO Investigators are trained to advise a complainant of their legal rights as well as further remedies (including CHRO and EEOC). Complainants also receive such notification on the Discrimination and Discriminatory Harassment Complaint Form that they sign and receive a copy of (see Exhibit #1).

This section contains information on UConn Health’s system to resolve allegations of discrimination and discriminatory harassment and is consistent with Chapters 67 and 68 of the Connecticut General Statutes.

**Subsection (a)**

The Office of Institutional Equity (OIE) is UConn Health’s neutral unit responsible for managing internal investigations and resolutions for employees, students and patients who believe they have been subjected to discrimination or discriminatory harassment. OIE investigates all complaints of discrimination, gathers and evaluates evidence submitted by all parties and witnesses, and renders a determination based on the preponderance of the evidence presented in order to mitigate harm resulting from any discriminatory conduct within UConn Health and/or to prevent its recurrence. UConn Health’s Discrimination Complaint Procedures provide for the expeditious resolution of complaints to assure the legal options for filing complaints with enforcement agencies are not foreclosed. Please see Exhibit #2.

(1) The Associate Vice President, Director of Investigations, Associate Director of Investigations, and EEO Investigator(s) are UConn Health’s Affirmative Action Officers who investigate internal discrimination and discriminatory harassment complaints. The investigative staff has completed the required training provided by the Connecticut Commission on Human Rights and Opportunities (CHRO) and the Connecticut Commission on Women, Children and Seniors (CWCS) as designated in Public Act 03-151 and 12-78, including the “Foundations” training and the bi-annual mandatory Equal Employment Opportunity/Attorney General Designee training on September 19, 2017, September 27, 2017, and October 25, 2017. In addition, investigative staff attended the Office of University Compliance’s Annual Compliance Training; NACUA Annual Conference; NACUA Webinar: Performance Evaluations; Shipman & Goodwin’s Webinar: Employees Absent from Work: Navigating Overlapping and Conflicting  

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Discrimination Complaint Process  
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(2) As part of the UConn Health’s Discrimination Complaint Procedures, OIE provides assistance with informal resolution procedures for all parties involved in an internal investigation of alleged discrimination. The Employee Assistance Program and the Ombuds Office serve as neutral resources that provide confidential and informal assistance to UConn Health employees and are available to employees involved in an internal investigation of alleged discrimination.

(3) UConn Health’s Discrimination Complaint Procedures are available through OIE’s website: www.equity.uconn.edu/discrimination/.

(4) All parties involved in an internal investigation of alleged discrimination are informed of and guaranteed protection from retaliation. Exhibit # 4. This protection and guarantee will continue to be a provision of UConn Health’s Discrimination Complaint Procedures and any revised set of procedures.

(5) All parties involved in an internal investigation of alleged discrimination or discriminatory harassment are advised of their legal options to file complaints with the Connecticut Commission on Human Rights and Opportunities; United States Equal Employment Opportunity Commission; United States Department of Labor, Wage and Hour Division; and any other agencies, state, federal or local, that enforce laws concerning discrimination in employment. These legal options are also listed in the UConn Health’s Discrimination Complaint Procedures, which includes a list of the “Most Commonly Used Civil Rights Agencies,” and is provided to all parties. The addresses of these agencies can also be accessed through OIE’s web site, www.equity.uconn.edu/wp-content/uploads/sites/2036/2018/08/OIE-Investigation-Procedures-August-1-2018.pdf.

(6) UConn Health’s Discrimination Complaint Procedures provide timelines, not exceeding ninety (90) days, for the filing, processing, and resolution of all complaints of discrimination and discriminatory harassment.

Subsection (b)

All records of internal complaints of discrimination and dispositions thereof are maintained and reviewed on a regular basis by OIE to detect patterns in nature of the alleged complaints. In addition, OIE provides regular reports to the Chief Executive Officer and Executive Vice President for Health Affairs, and other senior executives.
Subsection (c)

A summary of all complaint activity, the results thereof and the length of time required to resolve the alleged matters for this reporting period (June 1, 2018 – May 31, 2019) immediately follows this section. For those matters not resolved within ninety (90) days, those matters generally included the need to interview copious witnesses, the filing of amended complaints, the naming of additional Respondents, and/or calendar conflicts. As required, this summary references allegation that have resulted in complaints to external enforcement agencies, the number of such complaints, investigating agency, and whether the matter is currently pending or the outcome thereof. All records relevant to employee internal complaints of discrimination are maintained by OIE for examination by the Commission. Please see Exhibit # 5.
THE UNIVERSITY OF CONNECTICUT & UCONN HEALTH
OFFICE OF INSTITUTIONAL EQUITY (OIE)
COMPLAINT PROCEDURES

These procedures, effective for all reports made to the Office of Institutional Equity (OIE) on or after August 1, 2018, govern OIE’s investigation process when a University of Connecticut or UConn Health employee or other individual affiliated with the University or UConn Health in one of the capacities set forth below is alleged to have violated any University or UConn Health policy within OIE’s jurisdiction.2

Individuals wanting to report alleged violations of University Policies, as defined below, are encouraged to contact OIE as soon as possible following an incident to allow for internal resolution of their complaints, and to connect employees and students with appropriate resources.

These procedures govern OIE’s investigations of alleged violations of University Policy. Suspected crimes or any behavior that poses an imminent risk to any person or the University community should be reported immediately to law enforcement.

OIE will make appropriate arrangements to ensure that individuals with disabilities and individuals with limited English proficiency are provided auxiliary aids and services or language assistance services, respectively, if needed to participate in this complaint process. Such arrangements may include, but are not limited to, providing qualified interpreters or assuring a barrier-free location for the proceedings.

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1 OIE maintains office locations on both the Storrs campus and UConn Health.

2 Hereinafter, all references to “University” include UConn Storrs campus, UConn regional campuses (including the School of Law and School of Social Work), and UConn Health (including the School of Medicine and School of Dental Medicine). University policies falling under OIE’s jurisdiction, include but are not limited to the following policies: Policy Against Discrimination, Harassment, and Related Interpersonal Violence; Policy Statement: People with Disabilities; Non-Retaliation Policy; Policy Statement: Affirmative Action and Equal Employment Opportunity; UConn Health Affirmative Action, Non-discrimination and Equal Opportunity (2002-44); UConn Health Persons with Disabilities (2002-46); and UConn Health Non-Retaliation (2003-40) (individually, “University Policy”; collectively, “University Policies”).

In addition to these procedures, individuals are strongly encouraged to read the relevant University Policies in their entirety. Capitalized terms used within these procedures are given the same meaning as defined in the Policy Against Discrimination, Harassment, and Related Interpersonal Violence.

These procedures do not govern reports in which a UConn student is alleged to have violated any University Policy (see www.community.uconn.edu).
I. UNIVERSITY POLICIES UNDER OIE'S JURISDICTION

A. As set forth in the University Policies, the University prohibits unlawful discrimination in education, employment, and the provision of services on the basis of legally protected characteristics (race, color, ethnicity, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, genetic information, pregnancy, physical or mental disability [including learning disabilities, intellectual disabilities, and past or present history of mental illness], veteran's status, prior conviction of a crime, workplace hazards to reproductive systems, gender identity or expression, and membership in any other protected classes as set forth in state and federal law). More specifically, the University prohibits discrimination, as well as discriminatory harassment, sexual assault, sexual exploitation, intimate partner violence, stalking, sexual or gender-based harassment, complicity in the commission of any act prohibited by the Policy Against Discrimination, Harassment, and Related Interpersonal Violence, and retaliation against a person for the good faith reporting of any of these forms of misconduct or participation in any investigation or proceeding related to any of these forms of misconduct under University Policies ("Prohibited Conduct").

B. In accordance with University Policies, all parties who participate in the good-faith reporting, filing, investigation, and/or proceedings related to reports of Prohibited Conduct under these procedures shall be free from retaliation on the basis of their participation in this process.

II. GENERAL PROVISIONS

A. Who May File a Complaint & Scope of Procedures
   i. Reports of Prohibited Conduct may be filed by Students, Employees, Patients or Third Parties.

   1. "Complainant" means the individual who presents as the victim of any Prohibited Conduct under University Policies, regardless of whether that person makes a report or seeks action under University Policies.

   2. "Respondent" means the individual who has been accused of violating University Policy.

   3. These procedures apply to reports of Prohibited Conduct by University and UConn Health Employees, including graduate students when the action complained of was taken in the graduate student’s employment capacity (for example, as a Graduate Assistant, Teaching Assistant or Research Assistant, Resident and/or Fellow); or Third Parties\(^3\) when:

   \(^3\) As set forth in Section III.D. of the Policy Against Discrimination, Harassment and Related Interpersonal Violence, the University’s ability to take appropriate corrective action against a Third Party will be determined by the nature of the relationship of the Third Party to the University. The University will determine the appropriate manner of resolution consistent with its commitment to a prompt and equitable process.
a. the conduct occurred on campus or other property owned or
controlled by the University;
b. the conduct occurred in the context of a University
employment or education program or activity, including,
but not limited to, University-sponsored study abroad,
research, on-line, or internship programs; or
c. the conduct occurred outside the context of a University
employment or education program or activity, but has
continuing adverse effects on or creates a hostile
environment for Students, Employees or Third Parties
while on campus or other property owned or controlled by
the University or in any University employment or
education program or activity.

B. Support Persons
Complainants, Respondents, and witnesses shall have the right to have one
(1) support person (which may be a union representative) accompany them
to any meeting with OIE related to a report or investigation under these
procedures. An individual who is reasonably likely to participate as a
witness in the investigation may not serve as a support person during any
substantive interview. The Complainant, Respondent or witness is
responsible for arranging their support person’s attendance at any OIE
meeting. It is within OIE’s discretion whether to reschedule a meeting or
extend other timelines in the investigation process due to a support
person’s unavailability.

C. Right to File External Complaint
i. Complainants shall be advised of their right to file an external complaint
with the applicable local, state and/or federal agency that enforces laws
concerning non-discrimination and anti-harassment in employment or
education such as the Connecticut Commission on Human Rights and
Opportunities (CHRO), the Equal Employment Opportunity Commission
(EEOC), U.S. Department of Labor, Wage and Hour Division, and the
Office for Civil Rights (OCR). See Appendix I for agency contact
information.

ii. When an external complaint has been filed, OIE will review the complaint
and determine on a case-by-case basis, in consultation with other
University offices as appropriate, whether OIE will conduct its own,
internal investigation or, if OIE has already commenced an investigation,
whether such investigation will be discontinued in light of the external
filing.

D. OIE Files
OIE will create and maintain a file related to each report of Prohibited
Conduct as described herein. The University is committed to protecting
the privacy of all individuals involved in the investigation and resolution
of a report. OIE will take reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate the discrimination, harassment or retaliation; prevent its recurrence; and remedy its effects. To that end, OIE may provide information regarding matters it handles to individuals with a need to know the information.

E. Informal Resolution

Nothing in these procedures precludes an individual from seeking to discuss or resolve concerns independently with the University’s Ombudsperson or other appropriate resources at the University.4 A Complainant may withdraw a complaint and/or their participation at any point; however, it is within OIE’s discretion to determine whether and in what manner a matter may proceed, as noted in Section V.A. below.

III. WHERE AND HOW TO REPORT PROHIBITED CONDUCT

A. A report of Prohibited Conduct may be made in written or verbal form to OIE:

Storrs Campus, Wood Hall - Unit 4175, 241 Glenbrook Road, Storrs, CT 06269; Phone: 860-486-2943; Email: equity.uconn.edu; Fax: 860-486-6771.

UConn Health, at 16 Munson Road, 4th Floor, Farmington, CT 06030; Phone: 860-679-3563; Email: equity.uconn.edu; Fax: 860-679-6512.

B. The following information should be included in reports/complaints (to the extent known): the identities of the Complainant(s) and Respondent(s), the approximate date of the incident(s), a description of the concerning behavior, and, if applicable, the protected characteristic(s) alleged to be the basis of the discrimination or harassment.

C. A Dean, Department Head, Director or Supervisor who knows or should have known about an incident of Prohibited Conduct must comply with that Employee’s Reporting Responsibilities as set forth in Section VI (“Employee Reporting Responsibilities”) of the Policy Against Discrimination, Harassment, and Related Interpersonal Violence.

IV. JURISDICTIONAL REVIEW & ASSESSMENT OF MERITS

A. OIE will review any report made to its office to determine whether OIE has jurisdiction to investigate. If not, OIE will advise the reporting person and will not investigate the report further. However, OIE may, in its discretion, refer the report to other appropriate University offices for further review.

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4 https://equity.uconn.edu/campus-resources/
B. If OIE has jurisdiction, it will then conduct an assessment of the merits of the allegations to determine whether the conduct at issue, if it occurred as alleged, would constitute a violation of University Policy. To make this determination, OIE’s analysis is guided by state and federal law. In making this assessment, OIE will consider information provided by Complainant, and may also, in its discretion, review information from other sources as deemed relevant by OIE. If OIE determines that the conduct would not violate University Policy even if all the allegations are credited, OIE will advise the Complainant of its determination and will not undertake further investigation. OIE may notify other individuals (including the Respondent) or offices within the University of the reported allegations in order to mitigate the impacts of any potentially discriminatory conduct and/or to alert management of concerns potentially implicating other policies outside of OIE’s jurisdiction.

C. If, based on the allegations, OIE determines that the alleged conduct may violate University Policy, the investigation will proceed as described below.

V. THE INVESTIGATION

A. OIE will notify the Complainant that their matter will proceed to a full investigation after OIE determines that it will initiate an investigation. OIE will determine the appropriate timing of such notification. OIE may determine an investigation must proceed even in the absence or withdrawal of Complainant participation.

B. Respondents will be informed of the allegations against them and given an opportunity to respond. OIE will determine the appropriate timing of such notification. Respondents also will be informed that they may enlist the assistance of their union representative, if applicable, for support throughout this process. As their support person (sec. II(b)), a Respondent’s union representative may accompany the Respondent to any meetings with OIE.

C. The standard of proof utilized in OIE’s investigations is Preponderance of the Evidence (“more likely than not”).

D. It is within OIE’s discretion to determine appropriate investigative steps, which may include but are not limited to, interviewing witnesses determined in OIE’s discretion, to have relevant information, and obtaining and reviewing relevant documents or other evidence. These investigative steps may be taken prior to notification of the Respondent(s) under subsection B.

E. During the course of the investigation, OIE will provide the Complainant and Respondent with the opportunity to review their own respective interview summaries and to provide any additional information. The Complainant and Respondent will have three (3) business days to provide a response to their interview summaries.
F. OIE strives to complete its investigation process within sixty (60) calendar days and to keep parties reasonably informed as to the status of the investigation, consistent with the need to protect the integrity of the investigatory process and the privacy of the participants. Investigations may exceed sixty (60) calendar days for good cause, which includes but is not limited to: investigations where additional time is necessary to ensure the integrity and completeness of the investigation; to comply with a request by external law enforcement for temporary delay to gather evidence for a criminal investigation; to accommodate the availability of parties and/or witnesses; to account for University breaks or vacations; to account for complexities of a case, including the number of witnesses and volume of information provided by the parties; or for other legitimate reasons.

G. OIE will notify the parties in writing at the conclusion of its investigation. OIE will also notify the Office of the President and/or the Executive Vice President of UConn Health, and any other individual or office that may need to know the information.

VI. WRITTEN RESPONSE TO OIE’S FINDINGS AND RECOMMENDATIONS REPORT

A. Both the Complainant and Respondent may submit a written response to OIE’s Findings and Recommendations report in lieu of a request for review (pursuant to Section VII below) no later than 5:00 PM (EST) on the fourteenth (14) calendar day from written receipt of OIE’s findings. Written receipt is presumed to be five (5) calendar days after transmittal by U.S. mail and the same day if issued via email before 5:00 PM (EST). A request for an extension of time beyond fourteen days may be granted at the discretion of OIE’s Associate Vice President.

B. All written responses will be added to and maintained with OIE’s file.

VII. REVIEW OF OIE’S FINDINGS

A. Panel of Reviewers
   i. OIE will appoint a standing pool of trained faculty, staff, and members of the administration to serve two-year terms on a Panel of Reviewers.
   ii. OIE will select the Chair of the Panel of Reviewers.
   iii. The Panel of Reviewers shall be given an orientation and training by OIE regarding the nature of the review process, OIE’s procedures, prohibited forms of discrimination, harassment and retaliation, and other issues related to their roles.

B. Request for Review
   i. Either party may request a review of OIE’s findings by submitting a written request for review to the Chair of the Panel of Reviewers, in care
of the OIE Associate Vice President, no later than 5:00 PM (EST) on the fourteenth (14) calendar day from written receipt of OIE’s findings. Written receipt is presumed to be five (5) calendar days after transmittal by U.S. mail and the same day if issued via email before 5:00 PM (EST). A request for an extension of time beyond fourteen days may be granted at the discretion of OIE’s Associate Vice President.

ii. The grounds for review are limited to: (1) violations of these complaint procedures, which would have had a material effect on the outcome; and/or (2) additional evidence that was not available during the investigation, which would have had a material effect on the outcome. A party’s request for review must identify at least one of the two grounds for review and provide sufficient detail to understand the basis for the request. Mere disagreement with OIE’s findings is not sufficient grounds for review.

iii. If the request for review is submitted within the timeframe set forth in sec. VII(B)(i), OIE will forward the request to the Chair of the Panel of Reviewers within two (2) business days of receipt.

C. Review Committee

i. The Chair of the Panel of Reviewers shall choose three members from the Panel of Reviewers to serve as a Review Committee. The Chair of the Panel of Reviewers may serve as a member of the Review Committee. The Review Committee will first review the request to determine if at least one of the review grounds is identified. The Review Committee has the discretion to deny a request if it is clear that neither of the two permissible grounds for review are identified. The Review Committee's decision to deny a request for failure to identify either of these two grounds is deemed final.

ii. If either of the two permissible grounds for review is identified, the role of the Review Committee is to determine whether OIE violated its complaint procedures and/or whether there exists new information that was not available during the investigation, and that such error/new information could have had a material effect on the outcome.

iii. The proceedings of Review Committees are informal. Review Committees should exercise their discretion not to consider cumulative, repetitious or irrelevant evidence. In discharging their duties, Review Committees may interview the parties and review relevant records. The Review Committees also may interview the OIE investigator(s) with regard to procedural questions. A Review Committee is not obligated to do any or all of those things if the Review Committee deems it unnecessary under the circumstances.

iv. Once the Review Committee has concluded its evaluation of all relevant evidence, it will make a recommendation to the President and/or the Executive Vice President of UConn Health, which may include accepting or rejecting one or all of OIE’s findings, or any other actions deemed necessary or appropriate in the discretion of the Review Committee.
v. The Review Committee shall make its recommendation in writing and provide it to the President and/or the Executive Vice President of UConn Health within twenty (20) business days of the Committee's receipt of the request for review. Extensions of time may be granted by the President and/or the Executive Vice President of UConn Health on the basis of good cause.

D. Presidential Action
The President or designee and/or the Executive Vice President of UConn Health or designee will notify the parties in writing of his or her response to the Review Committee's recommendation within ten (10) business days of receipt.
APPENDIX I
MOST COMMONLY USED CIVIL RIGHTS ENFORCEMENT AGENCIES

Connecticut Commission on Human Rights and Opportunities (CHRO)*
CAPITOL REGION OFFICE:
450 Columbus Boulevard
Hartford, CT 06103-1835
PHONE: (860) 566-7710
FAX: (860) 566-1997
TDD: (860) 566-7710

EASTERN REGION OFFICE
100 Broadway
Norwich, CT 06360
PHONE: (860) 886-5703
FAX: (860) 886-2550
TDD: (860) 886-5707

WEST CENTRAL REGION OFFICE
Rowland State Government Center
55 West Main Street, Suite 210
Waterbury, CT 06702-2004
PHONE: (203) 805-6530
FAX: (203) 805-6559
TDD: (203) 805-6579

SOUTHWEST REGION OFFICE
350 Fairfield Ave., Sixth Floor
Bridgeport, CT 06604
PHONE: (203) 579-6246
FAX: (203) 579-6950
TDD: (203) 579-6246

*For information on which CHRO field office to utilize, please visit www.ct.gov/chro/cwp/view.asp?a=2523&O=315790.

U.S. Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
PHONE: (800) 669-4000
FAX: (617) 565-3196
TTY: (800) 669-6820
ASL Video Phone: (844) 234-5122
U.S. Department of Education
Office for Civil Rights/Boston (OCR)
U.S. Department of Education
Eighth Floor
5 Post Office Square
Boston, MA 02109-3921
PHONE: (617) 289-0111
FAX: (617) 289-0150
TDD: (800) 877-8339
http://www2.ed.gov/about/offices/list/ocr/index.html

U.S. Department of Labor, Wage and Hour Division
HARTFORD DISTRICT OFFICE
135 High Street, Room 210
Hartford, CT 06103-1111
PHONE: (860) 240-4160; 1-866-4-USWAGE (1-866-487-9243)
TTY: 1-877-889-5627
https://www.dol.gov/wecanhelp/howtfilecomplaint.htm

NEW HAVEN AREA OFFICE
150 Court Street, Room 208
New Haven, CT 06510
PHONE: (203) 773-2249; 1-866-4-USWAGE (1-866-487-9243)
https://www.dol.gov/wecanhelp/howtfilecomplaint.htm

U.S. Department of Health and Human Services
HHH Building, Room 509F
200 Independence Avenue SW
Washington, D.C. 20201
PHONE: 1-800-868-1019
TDD: 800-537-7697
https://oerportal.hhs.gov/ocr/portal/lobby.jsf

8/1/2018
DISCRIMINATION & DISCRIMINATORY HARASSMENT COMPLAINT FORM

INSTRUCTIONS
Please provide all the information requested. Be as specific as possible when discussing incidents by including the date(s) the incident(s) occurred, the name(s) of the person(s) involved and the name(s) of those who may have witnessed the incident(s). Please sign and date this form. Your complaint is not limited to the space provided. You are encouraged to attach additional materials relating to your claim. If you need assistance to complete this form, please contact OIE.

Please note that in order to respond to your concerns, the information you provide to OIE may be shared with other individuals or University offices.

In addition to OIE, you may file a complaint with civil rights enforcement agencies. Please note that the relevant timelines for filing with these agencies is 180-300 days of the alleged act of discrimination. See Appendix II of OIE's Complaint Procedures for agency contact information.

COMPLAINANT STATUS
☐ Faculty ☐ Employee/Staff ☐ Undergraduate Student ☐ Graduate Student (GA ☐ Yes ☐ No) ☐ Other (Please Specify__________)
Union Affiliation ____________________

COMPLAINANT INFORMATION
Name: ___________________________ Pronouns/Name in Use: ___________________________
Job Title/Program of Study: _______________________________________________________
Department/Major: _____________________________________________________________
Work Telephone: ______________________ Work Email: ____________________________
Home Address: ______________________________________________________________________
Home Telephone: ______________________ Home Email: ____________________________
Preferred Method of Contact: ☐ Work Telephone ☐ Home Telephone ☐ Work Email ☐ Home Email
How long have you worked/studied in your current position? _____________________________
How long have you worked/studied at UConn? _________________________________
Your Supervisor's Name and Job Title: ____________________________

RESPONDENT INFORMATION
Respondent Name: __________________________
Respondent Job Title: __________________________
Respondent Department: __________________________
Relationship: __________________________ Length of Relationship: __________________________
1) Please describe the specific action(s) or situation(s) that you believe constitute discrimination, discriminatory harassment (or sexual harassment) and/or retaliation.

2) Please identify why you believe the action(s) or situation(s) relate to your membership in a protected class (including but not limited to race, sex, age, disability, national origin, etc.) and/or why you believe you were subjected to retaliation.

3) Please identify any documents, e-mails, records, materials and other evidence including witnesses whom you believe may have information pertaining to your complaint.

ACKNOWLEDGEMENT

I understand that, regardless of any contact with the Office of Institutional Equity, I also retain the right to file an external complaint of discrimination or discriminatory harassment with the Connecticut Commission on Human Rights and Opportunities (CHRO), the Equal Employment Opportunity Commission (EEOC) and/or the Office for Civil Rights (OCR). Further, I understand that the relevant timeline for filing with these agencies varies from 180 days to 300 days from the date of the alleged discriminatory or retaliatory act and is independent of any internal complaint filed with the Office of Institutional Equity.

I understand that under state and federal law, as a complainant, I may not be retaliated against for filing a charge of discrimination, participating in an investigation or opposing an unlawful discriminatory practice.

I hereby attest that the facts asserted in this complaint are true and accurate to the best of my knowledge and belief.

Complainant Signature ___________________________ Date _________

Upon completion, please return this form and any evidence pertaining to your complaint to:

STORRS & REGIONAL CAMPUSES
Office of Institutional Equity
University of Connecticut
241 Glenbrook Road — Unit 4175
Storrs, CT 06269-4175
Phone: 860-486-2943 / Fax: 860-486-6771
Email: equity@uconn.edu

UConn HEALTH
Office of Institutional Equity
UConn Health
16 Munson Road — 4th Floor
Farmington, CT 06030-5310
Phone: 860-679-3563 / Fax: 860-679-8712
Email: equity@uconn.edu

The University of Connecticut complies with all applicable federal and state laws regarding non-discrimination, equal opportunity and affirmative action, including the provision of reasonable accommodations for persons with disabilities. UConn does not discriminate on the basis of race, color, ethnicity, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disability, veteran status, prior criminal conviction of a crime, workplace hazards to reproductive systems, gender identity or expression, or political beliefs in its programs and activities. Employees, students, visitors, and applicants with disabilities may request reasonable accommodations to address limitations resulting from a disability. For questions or more information, please contact the Associate Vice President, Office of Institutional Equity, 241 Glenbrook Road, Unit 4175, Storrs, CT 06269-4175; Phone: (860) 486-2943; Email: equity@uconn.edu.
Non-Retaliation Policy

Purpose

To define how the University provides for the protection of any person or group within its community from retaliation who, in good faith, participate in investigations or report alleged violations of policies, laws, rules or regulations applicable to the University of Connecticut.

Policy Statement

The University encourages individuals to bring forward information and/or complaints about violations of state or federal law, University policy, rules or regulations. Retaliation against any individual who, in good faith, reports or who participates in the investigation of alleged violations is strictly forbidden. This policy does not protect an individual who files a report or provides information as part of an investigation that he or she knows is false, files a bad faith retaliation claim or participates in any illegal conduct. The University will take appropriate action, up to and including dismissal, against any employee who violates this policy.

Definitions

Retaliation – Any inappropriate or unsubstantiated action taken or threatened against an employee because the individual has, in good faith, made an allegation concerning the violation of state or federal law, University policy, rule or regulation, or has participated in any manner with an investigation of such allegation. Such actions adversely affect or threaten to affect the employment rights or other interests of an individual and can take either work or social form.

Examples of work-related retaliation may include, but are not limited to:

- Unsubstantiated adverse performance evaluations or disciplinary action;
- Unfounded negative job references;
- Arbitrary denial of salary increases, promotions or other job benefits; and
- Unfounded reduced or limited work assignments.
Examples of social retaliation in the workplace may include, but are not limited to:

- discrimination or harassment from co-workers and/or supervisor;
- bullying, which involves repeated intimidation or humiliation, derogatory or insulting remarks, or social isolation and which occurs indirectly (e.g., via e-mail) or directly;
- hostile work environment, described as conduct that is so objectively offensive as to alter the conditions of employment; and
- physical threats and/or destruction of personal or state property.

Actions also considered retaliatory include any action taken or threatened by an employee that would dissuade a reasonable employee from engaging in activities protected by this policy.

**Good Faith Reporting** – An individual is considered to have reported in good faith if s/he has brought forward the complaint or participated in providing information during an investigation, based upon a reasonable belief that the information provided is true.

**Bad Faith Reporting** – An individual shall be considered to have reported in bad faith if s/he has brought forward a complaint or participated in providing information during an investigation, knowing that such information is not true or made without a reasonable belief in the truth of the allegation based upon the facts.

**Reporting Process**

If an individual believes that he or she has been subjected to retaliation, s/he should either contact the office to which the initial complaint was filed or any of the following University offices:

**Storrs and Regional Campuses**

- The Office of Audit, Compliance and Ethics (OACE)
  9 Walters Avenue, Unit 5084
  Storrs, CT 06269-5084
  Telephone: (860) 486-4526
  Information on OACE's Investigation Protocol is available at:
  [http://audit.uconn.edu/internal-investigation-protocol/](http://audit.uconn.edu/internal-investigation-protocol/)
  Confidential Reportline: 1-888-685-2637

- The Office of Institutional Equity (OIE)
  241 Glenbrook Road
  Wood Hall, Unit 4175
  Storrs, CT 06269-4175
  Telephone: (860) 486-2943
  Information on OIE's Discrimination Complaint Procedures is available at:
- **Office of Faculty & Staff Labor Relations**
  9 Walters Avenue, Unit 5075
  Storrs, CT 06269-5075
  Telephone: (860) 486-5684
  [http://lr.uconn.edu/](http://lr.uconn.edu/)

- **Police Department**
  126 North Eagleville Road, Unit 3070
  Storrs, CT 06269-3070
  Telephone: (860) 486-4800
  Emergency: 9-1-1

**Health Center**

- **The Office of Audit, Compliance and Ethics (OACE)**
  263 Farmington Ave.
  Farmington, CT 06030 – 5329
  Telephone: 860-679-4180
  [Compliance.officer@uehc.edu](mailto:Compliance.officer@uehc.edu)
  Information on OACE’s Investigation Protocol is available at [http://audit.uconn.edu/internal-investigation-protocol/](http://audit.uconn.edu/internal-investigation-protocol/)
  Confidential Reportline: 1-888-685-2637

- **The Office of Institutional Equity (OIE)**
  241 Glenbrook Road
  Wood Hall – Unit 2175
  Storrs, CT 06269
  Telephone: (860) 486-2943

- **Labor Relations at the Department of Human Resources**
  263 Farmington Ave. Farmington, CT 06030 – 4035
  Telephone: 860-679-8067

- **Police Department**
  263 Farmington Ave. Farmington, CT 06030 – 3925
  Telephone: 860-679-2511

Employees should expect that any of the above offices will direct her/him to the appropriate department for reporting the retaliation.

**Resources Available For Assistance**

There are resources on campus that can assist employees who are experiencing retaliation. Individual advocacy through these resources in connection with specific incidents

Discrimination Complaint Process – Exhibit 4
Page 3 of 4
can include information and referrals, accompanying an employee through the hearing process, assistance with navigating other resources as requested and crisis-intervention services.

- African American Cultural Center – (860) 486-3433
- Asian American Cultural Center – (860) 486-0830
- Employee Assistance Program – (860) 679-2877 or 800-852-4392
- Puerto Rican/Latin American Cultural Center – (860) 486-1135
- Rainbow Center – (860) 486-5821
- Women’s Center – (860) 486-4738

Employees who are covered by a collective bargaining contract are also encouraged to contact their union for assistance:

- The American Association of University Professors (AAUP), University of Connecticut Chapter: (860) 487-0450
  [http://www.uconnaaup.org/contact/](http://www.uconnaaup.org/contact/)
- The University of Connecticut Professional Employees Association (UCPEA): (860) 487-0850
- Maintenance and Service Unit – Connecticut Employees Union Independent (CEUI): (860) 344-0311
- Administrative Clerical Unit – American Federation of State, County and Municipal Employees (AFSCME): (860) 224-4000
- Connecticut Police and Fire Union: (860) 953-2626
- Social and Human Services Unit – American Federation of State, County and Municipal Employees (AFSCME): (860) 224-4000
- Administrative and Residual Employees Union (A&R): (860) 953-1316
- New England Health Care Employees Union – District 1199
  [http://www.seiu1199ne.org/](http://www.seiu1199ne.org/)
  (860) 549-1199
- University Health Professionals (UHP)
  (860) 676-8444

Nothing in this policy shall be deemed to diminish the rights, privileges or remedies of a University (state) employee under other federal or state law or under any collective bargaining agreement or employment contract.
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Hope this helps.

Rosaromy Lopez, Senior Resource Coordinator
Connecticut Commission on Women, Children and Seniors

CWCS
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**Note:** UCI Health Internal Discrimination Complaints.
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| UConn Health EXTERNAL Discrimination Complaints  
Opened or Pending Between June 1, 2018 - May 31, 2019  
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| 39 AM      | 6/29/2016 Filed at CHRO  
| 40 UF      | 5/24/2016 Filed at State Court | External   | UConn Health | Discrimination - Pregnancy    | Closed at State Court Motion to Dismiss Granted | 78 State Court | 8/10/2016 |
| 41 BM      | 5/20/2016 Filed at CHRO  
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| 42 UM      | 5/13/2015 Filed at CHRO  
             5/19/2015 Notice to UConn Health  
             6/16/2015 Filed at EEOC | External   | UConn Health | Discrimination - Age/Disability | Closed at CHRO Closed at EEOC | CHRO Dismissal | CHRO Dismissal | Date Unknown |
| 43 HF      | 5/5/2016 Filed at CHRO  
             5/13/2016 Notice to UConn Health | External   | UConn Health | Discrimination - National Origin | Closed at CHRO Closed at EEOC | Settlement Agreement | 722 CHRO | 5/3/2018 |
| 44 BF      | 3/20/2018 Filed at CHRO  
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<p>| 45 BF      | 2/23/2016 Filed 3/18/2016 Notice to UConn Health | External   | UConn Health | Discrimination/Harassment - Color/Disability/Race; Retaliation | Closed at CHRO Closed at EEOC | Dismissal and Release of Jurisdiction CHRO | 141 CHRO | Date Unknown |</p>
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UConn Health EXTERNAL Discrimination Complaints
Opened or Pending Between June 1, 2018 - May 31, 2019

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Discrimination Complaint Process - Exhibit 5
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<td>66 UM</td>
<td>1/16/2013</td>
<td>External</td>
<td>UConn Health</td>
<td>Retaliation</td>
<td>Pending at OPH</td>
<td>Settlement Agreement</td>
<td>9/29/2015</td>
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<td>67 UM ¹</td>
<td>11/4/2009</td>
<td>External</td>
<td>UConn Health</td>
<td>Discrimination - Age/Race</td>
<td>Closed in State Court</td>
<td>Settlement Agreement</td>
<td></td>
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