



California State University, Los Angeles

Office for Equity and Diversity

Discrimination and Harassment Complaint Procedure

To the Complainant: California State University, Los Angeles does not permit discrimination, retaliation or harassment on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, disabled veteran's or Vietnam era veteran's status. Where discrimination, retaliation or harassment is found, immediate and appropriate disciplinary action will be taken. If you feel you have been the victim of discrimination, harassment, retaliation or sexual harassment in connection with your association with the University, please make your concern known. You may call the Equity and Diversity Specialist at (323) 343-3040.

For more information on what is considered discrimination or sexual harassment, see our Nondiscrimination Policy and Policy on the Prohibition of Sexual Harassment. It is in our Faculty Handbook, University Catalog, Class Schedule, Eagle Handbook and Planner and is posted on bulletin boards throughout the University.

Your concern will be treated confidential to the extent the law permits, considered carefully, and investigated promptly. If corrective action is required, it will be taken. No action will be taken against you filing your complaint, so long as you believe the complaint to be valid.

PROCEDURES:

- An individual files a complaint by filling out and providing a complaint form to the Office for Equity and Diversity.
- Prior to the filing of a complaint, an individual may seek the advice of the Office for Equity and Diversity in an informal meeting in order to determine the nature of any claim of discriminatory practices and/or harassment or retaliation and to facilitate an expeditious resolution of the complaint.
- The Equity and Diversity Specialist makes contact with the complainant within 24 hours of his/her initial contact and holds an initial meeting with the complainant within seven (7) calendar days.
- The Equity and Diversity Specialist discusses the complaint with the complainant, recording all appropriate information on the complaint and reviews it with the complainant to ensure accuracy.
- The Equity and Diversity Specialist discusses the matter with any witnesses, the respondent(s) and all appropriate parties within 21 days of the interview with the complainant; and reviews appropriate records. The Equity and Diversity Specialist

determines whether or not the alleged discrimination or harassment has been demonstrated and, if so, discusses the determination as to what, if any, corrective action shall be taken with the Director, Human Resource Management/Equity and Diversity.

- If the complaint investigation cannot be completed within 30 days, the complainant and respondent(s) will be informed and agreement of an extension of the timelines will be obtained in writing from all parties.
- The Director, Human Resource Management/Equity and Diversity discusses and approves any corrective action recommended by the Equity and Diversity Specialist. The Equity and Diversity Specialist conveys the University's decision to the complainant and respondent(s) with a confirming letter. If it is determined that disciplinary action is warranted, the Director, Human Resource Management/Equity and Diversity will convey the determination to the respondent(s).
- At the end of the investigation and following corrective action, if any, the Equity and Diversity Specialist files all documentation with the Office for Equity and Diversity.
- If disciplinary action is warranted, the grievance procedure within the appropriate collective bargaining unit or student disciplinary process will be followed.

APPEAL PROCEDURES:

- If a complainant is not satisfied with the outcome of the complaint process described above, he/she may file a written appeal with the President or the President's designee within five (5) working days of receipt of the decision from the Equity and Diversity Specialist. The appeal shall outline the basis upon which the complainant believes the appeal should be granted.
- The President or the President's designee will acknowledge receipt of the appeal within five (5) working days and will, within twenty (20) working days, provide a written decision to the complainant and respondent. The President's decision will be the final University decision.