

Cedarville University Sexual Harassment Policy Complaint Filing Procedures Form

The Sexual Harassment Policy of Cedarville University provides two (2) options to resolve a sexual harassment allegation.

Option 1 Option one encourages the complainant to pursue an informal resolution of the matter. The goal of the informal resolution option is to find a solution mutually acceptable to both the complainant and the alleged harasser.

A decision to proceed informally does not preclude the filing of a formal complaint during or after the conclusion of the informal resolution process. The filing of an informal complaint is not a prerequisite to filing a formal complaint.

Option 2 Option two provides a process for the complainant to file a formal written complaint with the Harassment Policy Oversight Committee [HPOC].

Regardless of the option chosen, the complainant needs to put the following information into writing so it can become a matter of record.

- The specific behavior(s) that prompted the complaint;**
- The times and dates of the behavior that prompted the complaint;**
- The names and contact information of any witnesses to the behavior; and**
- Other related issues involved in the complaint.**

Some additional information for consideration in filing a complaint:

- A. Informal resolutions will be accomplished with the assistance of a University Official of the complainant's choice with whom the complainant is comfortable. A written record will be kept to document the informal process.
- B. When the complainant elects to file a formal complaint, the complainant must file a written complaint with the Harassment Policy Oversight Committee. This can be given to any University Official or any member of the HPOC. The information required in this written complaint is listed above.
- C. The HPOC investigative panel has primary responsibility for the investigation of the formal complaint.

The CU Sexual Harassment Policy provides the following possible outcomes when a formal complaint is submitted: (1) **UNFOUNDED**, the panel cannot determine a violation of the policy has occurred; (2) **FOUNDED**, the panel is convinced that it is more likely than not that a violation of the policy has occurred; (3) **FALSE COMPLAINT**, the panel is convinced that the complainant's complaint was intentionally false; (4) **UNFOUNDED WITH RECOMMENDATION FOR DISCIPLINE**, the Panel is convinced, in light of all the information available, that the complainant's complaint was unfounded, but that the alleged harasser violated one or more University policies other than this Policy for which disciplinary action is in order; and (5) **NEGOTIATED RESOLUTION**, the filing of a formal complaint may result in an opportunity to negotiate a resolution mutually agreeable between the complainant, the alleged harasser, and the University. A negotiated resolution shall not be deemed either a "founded" or "unfounded" decision or that the alleged harasser admitted guilt in any way.

It is not possible to have a confidential conversation with a University Official regarding an incident of sexual harassment or retaliation. However, University Officials make every reasonable effort to conduct all proceedings in a manner which protects the interests of all parties involved.