

Formal Grievance Process



Equal Opportunity, Compliance,
and Conflict Management

Supportive measures are available to all parties throughout the duration of this process.

Report received

Outreach to impacted individual with offer of support services/information on additional reporting/grievance options

Initial meeting with ECP Staff

Individual declines to meet/does not respond

Support services requested are reviewed and implemented.

Case closed

Assessment

Formal complaint filed

No formal complaint filed, resources/services provided.

If complaint doesn't meet policy requirements, it may be dismissed or referred for review under other Institute policy.

Complaint reviewed

Case closed

Respondent notified of allegations/investigation and offered resources

Investigation Period

Investigator assigned to question parties, witnesses, gather evidence

Draft summary of relevant information is shared with named parties.

Opportunity for informal resolution

Investigator finalizes report after consideration of feedback/responses from parties.

Final report sent to all parties.

Adjudication Period

Hearing scheduled

Final report sent to decision-makers

Opportunity to appeal

If no appeal, decision is final and case closed.

Decision

First level of appeal

Second level of appeal: President/Designee

