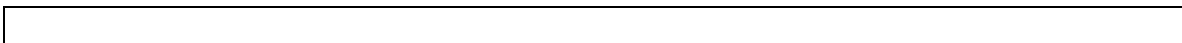


SAMPLE PROCEDURES FOR HANDLING SEXUAL HARASSMENT ALLEGATIONS

See A&M System Policy 34.01 and Regulation 34.01.01

RESOLUTION PROCESS

1. An individual who believes he or she has been subjected to sexual harassment may, but is not required to, discuss the offending behavior with the alleged harasser. The object of such discussion is to alert the alleged harasser that the conduct is in violation of the System's policy and that the offending behavior should cease immediately.
2. An individual who believes he or she has been subjected to sexual harassment may verbally request resolution by a third party (i.e., supervisor, administrator, or other component official). In consultation with the component's Human Resources office or other appropriate office, the receiving official will determine which method of resolution to pursue.
3. An individual who believes he or she has been subjected to sexual harassment may submit a written complaint to the office designated by the component's rule and/or procedures. The complaint should contain the following information:
 - (1) name of the complainant;
 - (2) contact information, including address, telephone, and e-mail (if appropriate);
 - (3) name of person(s) directly responsible for alleged violation(s);
 - (4) date(s) and place(s) of alleged violations;
 - (5) nature of alleged violations(s) as defined in System policy;
 - (6) detailed description of the specific conduct that is the basis of the alleged violation(s);
 - (7) names of any witness to the alleged violation(s);
 - (8) action requested to resolve the situation;
 - (9) complainant's signature and date of filing; and
 - (10) any other relevant information.
4. Methods of resolution include, but are not limited to, coaching the complainant on how to address the situation causing the problem directly; mediating the dispute between the parties concerned; aiding in the modification of a situation in which the offensive conduct occurred; assisting a department or division with the resolution of a real or perceived problem; conducting a documented meeting with the alleged offender that involves a discussion of the requirements of System policy and regulation



and component rule and procedures; or investigating the complaint as directed by the component's Human Resources or other appropriate office.

5. Time Limit

A complaint must be made within ninety (90) calendar days of the occurrence of the most recent alleged violation(s).

6. Acknowledgement

In the case of written complaints, the appropriate receiving office will send the complainant a brief acknowledgement of the complaint in a timely manner, stating that the complaint will be evaluated and advising the complainant that he or she will be contacted within a given time frame. The acknowledgement letter will include a copy of System Policy 34.01, System Regulation 34.01.01, and other component rule(s) and procedures as appropriate.

7. Complaint Evaluation

The component may decide not to proceed with a complaint investigation under a variety of circumstances, such as:

- (1) the complainant fails to describe in sufficient detail the conduct that is the basis of the complaint;
- (2) the conduct described in the complaint is not covered by System policy and regulation;
- (3) the complaint is not timely;
- (4) the complainant declines to cooperate in the component's investigation;
- (5) the complaint has been withdrawn; or
- (6) a resolution or remedy deemed appropriate by the component has already been achieved, or has been offered by the component and rejected by the complainant.

If it is determined that the component will not proceed with a complaint investigation, the appropriate office will send a notification letter explaining the reason(s) to the complainant. The notification letter will also include a statement informing the complainant that, within ten (10) working days of the notification, he or she may appeal the determination not to proceed with a complaint investigation to the appropriate vice president or assistant director. The request for appeal must be a signed, written document articulating why the decision to dismiss the complaint was allegedly in error. The appropriate vice president or assistant director shall respond within twenty (20) working days of receipt of the appeal. If the decision to dismiss is upheld, that decision is final. If the decision is overturned, the complaint is sent back to the appropriate office for investigation in accordance with applicable component rule(s) and procedures.



8. Investigative Process and Findings

If the decision is made to conduct an investigation into the complaint, the investigator(s) will interview both the complainant and the alleged offender(s) and other persons who are considered to have pertinent factual information related to the complaint. The investigator(s) shall also gather and examine documents relevant to the complaint. Findings will be based on the totality of circumstances surrounding the conduct complained of, including but not limited to the context of that conduct, its severity, its frequency, whether it was physically threatening or humiliating or was simply offensive in nature.

9. Report of Findings and Recommendation

- 9.1. When an investigation is conducted, the investigator(s) will provide a statement of findings, copies of relevant documents, and any physical evidence considered to the appropriate vice president or assistant director within thirty (30) calendar days after being assigned the complaint, unless unusual circumstances require more time. If a complaint is directed against a vice president or an assistant director who would otherwise act on a complaint, the function assigned to that individual will be delegated to another person.
- 9.2 The appropriate vice president or assistant director will promptly notify the complainant and the alleged offender(s) that the investigation has been completed.
- 9.3 If the vice president or assistant director determines that the System policy and regulation were violated, he or she, following consultation with the investigator(s) or other knowledgeable person(s) as appropriate, shall determine a disciplinary action that is appropriate for the severity of the conduct, in accordance with System Policy 32.02 (Discipline and Dismissal of Employees) and other applicable regulation(s), rule(s), and procedure(s). Disciplinary actions can include, but are not limited to, written reprimands, reassignment, suspension without pay, and termination of employment. The vice president or assistant director will inform the complainant and the offender of his or her decision.
- 9.4 The component shall document every resolution of a sexual harassment complaint. Such documentation shall be retained by the office specified in the component's appropriate rule and/or procedures and shall be kept confidential to the extent permitted by law.

