

November 21, 2008

ACKNOWLEDGEMENT OF COMPLAINT

MEDIATION

CONFIDENTIAL
TO BE OPENED BY ADDRESSEE ONLY

MEMORANDUM TO: John Doe (“Respondent”)
FROM: Kim D. Kirkland
Director, Office of Equal Opportunity
SUBJECT: Acknowledgement of Complaint Made Pursuant to the
IUPUI Policy on Sexual Harassment (the “Policy”)

This is to acknowledge that the Office of Equal Opportunity (the “Office”) has received a complaint from Jane Deer (“Complainant”) alleging that you engaged in conduct, that if true, may violate the above referenced Policy. A copy of the Policy is enclosed for your review.

Upon receipt of such a complaint, it is the policy of the University to conduct a preliminary review of the complaint and to ascertain whether there is a reasonable potential to resolve the complaint through mediation. Mediation is a voluntary process that involves both the Complainant and the Respondent and is conducted by a representative of this Office. If it is determined that continued mediation may not have a reasonable chance for success, then OEO may conduct a formal investigation.

We ask that you consider mediation as a first step that could potentially lead to a resolution of the complaint. If you consent to mediation we shall arrange a joint meeting with you, the Complainant and a representative of this Office. Once mediation is concluded and an agreement is reached among all parties, we shall deem the agreement to have finally resolved the matter that is the subject of that particular complaint. However, you have the right to refuse mediation and to ask that we commence an investigation of the complaint. There will be no adverse consequences for participating in or withdrawing your consent to mediate. Please contact the Office at (317) 274-2306 to advise us of your decision.

We expect that you will cooperate with this Office as we process this complaint. To avoid compromising or appearing to compromise the objectivity of our efforts, it is requested that you avoid conversation with the Complainant about the allegations contained in this complaint and, to the extent practicable, that you avoid contact with the Complainant.

The University is committed to protecting individuals who come forward to complain of conduct that may violate the Policy. In fact, members of the University community who believe that they have been

subjected to conduct in violation of the Policy are urged to come forward and file a complaint. It is a clear violation of our Policy to reprimand, retaliate, or discriminate against any person, in any way, for initiating an inquiry or complaint, or for cooperating with any mediation or investigation. Such retaliation constitutes independent grounds for disciplinary action regardless of the merits of the underlying claim of discrimination. Failure to abide by these requirements will result in disciplinary action.

You are requested to inform this Office immediately if you believe that you have been the subject of retaliation because you have filed a complaint or are cooperating with this Office in an attempt to resolve the complaint.

If you believe that the Complainant, or those acting at the Complainant's direction, may present a threat to your safety, please contact this Office and Campus Police immediately and appropriate action will be taken. Conduct that takes place or is threatened in an academic setting (such as a classroom) or that impedes your ability to participate in an academic activity should also be brought to the attention of the Office of Academic Affairs.

If you have any questions about the mediation process or your rights under the Policy, please contact the Office at (317) 274-2306.

Thank you in advance for your cooperation in this matter.