

**Equal Opportunity Report and Response**  
**Investigative Guidelines to University Regulation 4-4**

**For Non-Emergency Threats**

**Emergency threats should be reported immediately to the University Police or by calling 911**

1. Any member of the University community (students, staff, faculty, and campus visitors) is required to report acts or threats of workplace violence under UW Regulation 4-4 to the Equal Opportunity Report and Response Unit (EORR), the Dean of Students, or other University officials. All individuals have the right to contact EORR directly, without first notifying managers or supervisors.
2. All University personnel who are informed of acts or threats of workplace violence are advised to first ensure the health and safety of all individuals, and immediately dial 911 when appropriate. They should then forward all relevant information to EORR. EORR will notify the University Police Department of all reports of workplace violence.
3. EORR will acknowledge such reports no later than three business days after receipt. EORR will refer individuals to resources as appropriate. If the reported behavior is outside the scope of UW Regulation 4-4, EORR will refer the matter to the appropriate department. EORR shall also receive and attempt resolution of anonymous complaints and any complaint against a University contractor, vendor, or affiliate.
4. The University will maintain the confidentiality of the information provided by complainants, respondents, and witnesses during the investigation to the extent allowed under state and federal laws. As a public institution, complainants, respondents and witnesses should be aware that some or all of the information disclosed as part of the investigation may be made shared with others. For example, the responding party/parties has a right to know the allegations made against them. Additionally, there may be other instances (such as a lawsuit, legal proceeding, or Wyoming Public Records or Freedom of Information Act request) where the information you provide to EORR may be disclosed.
5. EORR may, when appropriate, make a recommendation for intermediate intervention to the appropriate Vice President or Dean. Such intervention does not indicate that there has been a violation of policy.
6. EORR is responsible for coordinating the investigative process. Investigations shall ordinarily be completed within sixty days following the date the complaint is received. An extension of time may be approved for good cause by the General Counsel or designee.
7. EORR is responsible for gathering the facts associated with the issue and does not act as legal representation for the University. Individuals are allowed to bring a support person, including an attorney, but the support person is not permitted to participate in the review process.
  - a. Separate interviews will be conducted with the Complainant and the Respondent; other individuals may also be interviewed as needed (e.g., witnesses, supervisors, department head.)
  - b. All records of discrimination, harassment and related retaliation reports and investigations shall be considered confidential and shall not be disclosed publicly except to the extent required by law.
8. EORR shall review pertinent records, conduct interviews as appropriate, and prepare a written report. A copy of the report shall be given to the Complainant and the Respondent, as well as the appropriate manager/supervisor. For allegations against faculty, notification will include Academic Affairs and the appropriate Dean. For allegations against students, notification will include the Dean of Students Office.
9. The appropriate Vice President or Dean, based upon the findings of the investigation, shall take disciplinary action where appropriate.

**Retaliation**

The University prohibits retaliating against individuals who make a good faith complaint pursuant to UW Regulation 4-4 or in any manner assists with the investigation of a complaint. Employees and applicants will not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation; (3) opposing any act or practice that is unlawful; or (4) exercising any other right protected by law. Charges of retaliation prohibited under UW Regulation 4-4 shall be treated as separate and distinct from original charges of discrimination and will be investigated by EORR.

Individuals who are found to be participating in any form of employment or educational based retaliation against any employee or student may be subject to disciplinary action up to and including separation from the University.

Similarly, persons who file frivolous or bad faith allegations of discrimination may be subject to disciplinary action.