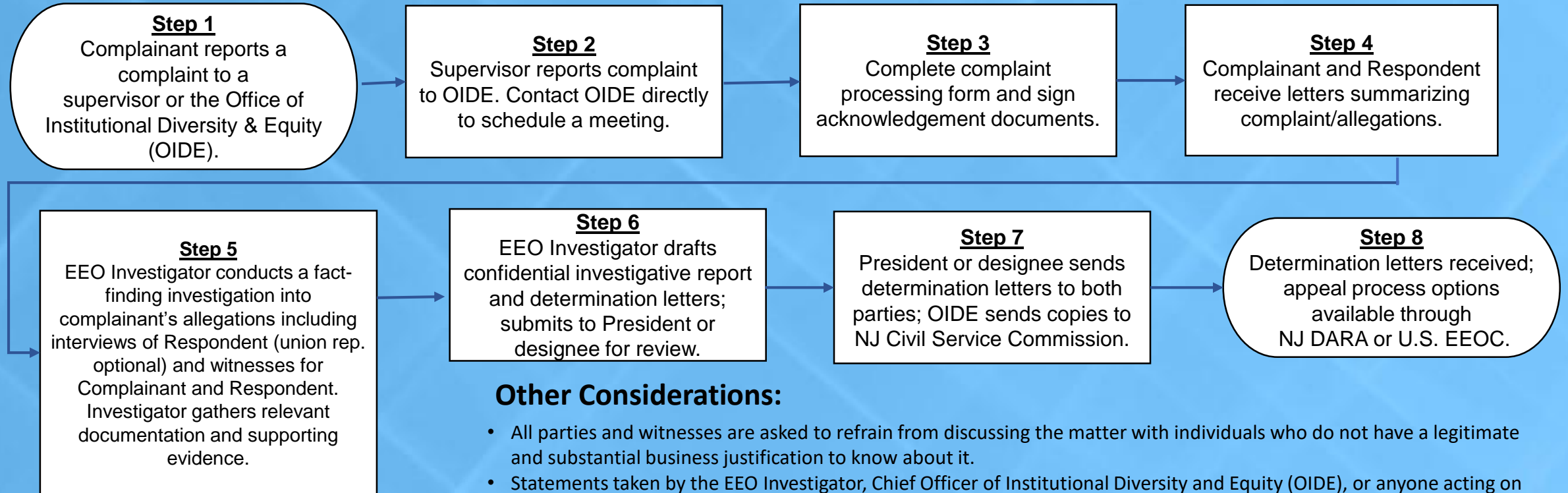


# EEO Complaint Filing Process

*\* This flowchart is subject to change pursuant to guidance provided by the New Jersey Civil Service Commission, Division of EEO/AA.*



## Other Considerations:

- All parties and witnesses are asked to refrain from discussing the matter with individuals who do not have a legitimate and substantial business justification to know about it.
- Statements taken by the EEO Investigator, Chief Officer of Institutional Diversity and Equity (OIDE), or anyone acting on behalf of the OIDE as part of a State EEO Investigation are confidential. Copies are not provided.
- EEO Investigative Reports are confidential. Copies are not provided.
- An investigation is generally concluded within 120 days, but may be extended for an additional 60 days as provided for by N.J.A.C. 4A;7-3.2(l) 2-3.
- Policy VI-28, Section IV (Policy Prohibiting Discrimination in the Workplace) expressly requires employees to cooperate with investigations.
- Interviews may take place during work hours, so employees do not have to utilize personal time.
- Supervisors and Respondents should be careful not to take any adverse action against complainants and witnesses that could be deemed retaliatory. Subsequent discipline is permitted for just cause, but should be well-documented.

## Who Can File a Complaint?

- Any employee, including student workers.
- Any student filing a complaint against an employee of Stockton or against any other student worker.
- Any applicant for employment, or other individual doing business with the University.