

## 60-DAY INVESTIGATION TIMELINE FOR EQUITY & INCLUSION BUSINESS PARTNER

*Note that this does not include all conceivable steps or actions and these are estimated timelines representing calendar days.*

### STEP 1: MEDIATION (Up to 15 Days)

The Chief Equity & Inclusion Officer (CEIO) or designee receives the complaint and sends to the department head the "Notice of Complaint", which includes the "Invitation to Mediate". An "Invitation to Mediate" is also sent to Complainant. **(5 days)**

Both parties either accept the invitation to mediate or decline. **(3 days)**

Mediation Process – If parties accept invitation to mediate, coordinate mediation conference date and facilitate. **(7 days)**

**OR** - If parties decline to mediate or mediation is unsuccessful, the complaint moves to the review step and will be addressed within 60 days.

### STEP 2: REVIEW/INTAKE (Up to 8 Days)

The CEIO or designee reviews Complaint for jurisdiction. If accepted, the Complaint is assigned to an Equity & Inclusion Business Partner (EIBP). **(3 days)**

The investigator (EIBP) prepares and sends to the department head the "First Request for Documents to Respondent". The investigator (EIBP) also prepares and sends to Complainant the "First Request for Documents to Complainant". *Note that Complainant's request for documents will be sent the same day as Respondent's request.* **(5 days)**

### STEP 3: INVESTIGATION (Up to 30 Days)

Respondent responds to the Notice of Complaint and both parties respond to the First Request for Documents. **(7 days from time received)**

Witnesses are contacted. **(5 days)**

*Note: All additional document requests to either party require a 5-day response time and additional questionnaires to witnesses require a 3-day response time.* **(Up to 18 days)**

#### Other potential considerations:

- Complete face-to-face interviews with party and/or non-party witnesses
- First Requests for Documents responses may lead to additional document requests or other material evidence gathering related to the investigation
- Conduct on-site investigations
- Analyze issues and additional evidence

### STEP 4: FINDINGS (Up to 22 days)

The EIBP will draft a "Summary of Findings" report and submit to CEIO for review and approval. **(3 days)**

The CEIO will review and approve the findings report or resubmit it to the EIBP for additional investigation. **(6 days)**

After final approval, the EIBP meets with parties individually to discuss findings of the investigation and gives parties the opportunity to offer final evidence. **(8 days)**

If there is no violation, the case is closed. If a violation is found, EID will facilitate the parties reaching a solution and then close the case. The Complaint Findings and Final Closure Form indicating a violation or no violation will be issued to both parties. **(5 days)**