

## Internal Complaint Procedure

Section: Employment and General Policies  
Effective Date: June 2013  
Date Initially Approved: June 2013 by Senior Staff  
Re-Affirmed Date:  
Revised:

### **I. PURPOSE**

To provide a process for employees to report sexual or other harassment and/or other violations of University policy.

### **II. POLICY**

Individuals who are subjected to, or who witness, sexual or other harassment or violations of University policies should immediately bring the matter to the attention of his/her supervisor, the Human Resources Department, or any member of Senior Staff. Individuals are not required to report violations to his or her immediate supervisor, but an employee must notify a management representative of the University in order for appropriate action to be taken. Any management employee of the University who receives a complaint or who observes harassing conduct must promptly inform Human Resources and Human Resources will determine what actions should be undertaken by the University in response to any such complaint.

### **III. PROCEDURE**

Every report of sexual or other harassment or other violation of University Policies will be promptly and thoroughly investigated. The investigation will be kept as confidential as reasonably possible within applicable laws, but complete confidentiality cannot be guaranteed. As soon as reasonably possible, the University will take appropriate remedial action to stop any sexual or other harassment, and prevent future harassment or other violation(s) of University.

The parties involved will be notified of the outcome of the investigation; however, due to privacy concerns, specific personnel actions taken in response to an investigation may not be shared.

The University will not tolerate retaliation against an employee, student or member of the University community for cooperating in an investigation or for making a good faith report of harassment or violation of University Policies. Any employee, student or member of the University community who believes that he or she is experiencing retaliation as a result of making a complaint or participating in an investigation should immediately inform a member of the Human Resources Department or member of the Senior Staff.

If, after conducting an investigation, a violation of a University policy or other inappropriate conduct is established, the University will take appropriate corrective action up to and including termination of employment.

In addition to following the required internal complaint procedure, employees should also be aware that the Federal Equal Employment Opportunity Commission (EEOC) and certain

state agencies investigate and prosecute complaints of unlawful discrimination and harassment in employment. In addition to notifying the University, employees may also direct their complaints to the EEOC or to the particular State agency in the State in which the employee performs his or her job function.

Any applicant for employment or employee with any questions, concerns or complaints regarding the University's non-discrimination policy and/or its application should contact the Vice President of Finance/CFO at 603 899-4244. Prospective or current students should contact the Vice President of Student Affairs at 603 899-4162.

For discrimination in employment, you may also contact:

New Hampshire Commission for Human Rights  
2 Chenell Drive, Unit 2  
Concord, New Hampshire 03301      Tel: 603-271-2767  
Fax: 603-271-6339

United States Equal Opportunity Commission

Boston Area Office  
475 JFK Federal Building, Government Center  
Boston, MA 02203-0506  
Tel: 617 565-3200  
Fax: 617 565-3195

For discrimination in educational programs or activities, you may also wish to contact:

Assistant Secretary for Civil Rights – New Hampshire  
Office for Civil Rights, Boston Office  
US Department of Education  
JW McCormack Post Office and Courthouse  
Room 701, 01-0061  
Boston, MA 02109-4557  
Tel: 617 223-9662  
Fax: 617 223-9669  
TDD: 617 223-9695

Mr. Tom Horne  
Office of the Attorney General  
Civil Rights – Phoenix Office  
1275 West Washington Street  
Phoenix, AZ 85007-2926  
Tel: 602 542-5263 or 877 491-5742  
Fax: 602 542-8885