

NOTE: It is highly recommended management end each fact finding meeting with this last question: “Do you have any additional information you’d like to share and/or do you have any questions for us?” and then read the Confidentiality and Retaliation statements below.

CONFIDENTIALITY: It is important to not to discuss an active fact finding with co-workers while it is ongoing. This helps protect the integrity of the fact finding. Failure to keep the active fact finding process confidential could result in corrective action.

RETALIATION: The University prohibits retaliation against any individual who reports concerns regarding discrimination or harassment or who cooperates with or participates in any investigation of allegations of discrimination, harassment, or retaliation. (Referenced in part: UW Presidential Order 31)

REMINDER: All University employees are required to report to their supervisors or the administrative heads of their organizations any complaints of discrimination they receive and to participate, provide information as requested....and otherwise fully cooperate with the processes. University employees who fail to report complaints received or to cooperate fully with these complaint processes are subject to disciplinary action. (Referenced in part: Administrative Policy Statement 46.3)