Equity, Civil Rights, and Title IX Office
SGBM (Non-Title IX) Misconduct Investigation Process: Employee Procedures

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| **Complainant meets with ECRT for an interview**  
- Complainant shares information about their experience with Investigator, and investigator asks questions.  
- Complainant will have three calendar days to review statement summary | **Complainant files a Formal Complaint requesting Investigative Resolution**  
- Title IX Coordinator reviews within one business day  
- If approved, Respondent is notified immediately | **ECRT Meets with Respondent**  
- Respondent shares information about their experience with Investigator, and Investigator asks questions  
- Respondent will have three calendar days to review statement summary |

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<th>Step 4</th>
<th>Step 5</th>
<th>Step 6</th>
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| **ECRT interviews witnesses + gathers additional information**  
- Timing ranges from 1 week to 6 weeks.  
- Each Witness has two business days to respond to statement summary | **Preliminary Report Review**  
- Parties have 10 calendar days to respond.  
- ECRT provides Complainant and Respondent with preliminary report, which includes all relevant information gathered by the Investigator  
- Investigator incorporates any new information from parties in to final report | **Final Report Drafting + ECRT Internal Review**  
- Occurs as soon as possible after receipt of feedback from both parties  
- Investigator drafts analysis + finding.  
- ECRT internally reviews entire report + finding. |

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| **Distribution of Final Report**  
- Investigator distributes final report, including finding as to whether or not policy was violated, to both parties simultaneously.  
- If sanctioning needed, Respondent’s supervisor works with HR to determine sanctioning and ECRT shares with both parties when possible | **Appeal**  
- Either party may (but is not required to) appeal the finding within 14 calendar days of receipt of Final Report  
- Non-appealing party has 14 business days to respond  
- External reviewer makes determination |