Rowan University
PROCEDURES FOR INTERNAL COMPLAINTS ALLEGING VIOLENCE IN THE WORKPLACE

1. All employees have the right and are encouraged to immediately report suspected violations of the Workplace Violence Policy, New Jersey Executive Order #49.

2. Complaints of prohibited behavior/harassment (i.e. intimidation, bullying, threats, threatening behavior) should be immediately reported to the Office of Equity and Diversity or the Office of Human Resources. Complaints of physical violence should be immediately reported to the Public Safety Department.

3. Every effort should be made to report complaints promptly. Delays in reporting may not only hinder a proper investigation, but may also unnecessarily subject the victim to continued prohibited conduct.

4. If reporting a complaint to any of the persons set forth in paragraph 2 above presents a conflict of interest, a neutral investigator will be assigned.

5. In order to facilitate a prompt, thorough and impartial investigation, all complainants are encouraged to submit a formal Workplace Violence Policy Complaint Form. An investigation may be conducted whether or not the form is completed.

6. The University shall maintain a written record of the Workplace Violence Policy complaints received. Written records shall be maintained as confidential records to the extent practicable and appropriate. Acknowledgement letter(s) will be sent to the person(s) who filed the complaint and, if applicable, the complaint notification letter sent to the person(s) against whom the complaint has been filed. If a written complaint has not been filed, the Equity and Diversity Officer completing the intake of the complainant will write a brief summary of the allegations that have been made.

7. During the initial intake of a complaint, the assigned Equity and Diversity officer will obtain information regarding the complaint, and determine if interim corrective measures are necessary to prevent continued violations of the Rowan University Workplace Violence Policy.

8. At the discretion of the Office of Equity and Diversity, a prompt, thorough, and impartial investigation into the alleged harassment or discrimination will take place.

9. An investigatory report will be prepared by the assigned investigator when the investigation is completed. The report will include, at a minimum:
a. A summary of the complaint;
b. A summary of the parties’ positions;
c. A summary of the facts developed through the investigation; and
d. An analysis of the allegations and the facts.

10. Determination letters will be issued based on the findings of the investigatory report.

a. The letter shall include, at a minimum:
   1. A brief summary of the parties’ positions;
   2. A brief summary of the facts developed during the investigation; and
   3. An explanation of the determination, which shall include whether:
      i. The allegations were either substantiated or not substantiated; and
      ii. A violation of the Rowan University Workplace Violence Policy did
         or did not occur.

b. The investigation of a complaint shall be completed and a final letter of
determination shall be issued no later than 120 days after the initial intake of the
complaint referred to in Paragraph 8, above, is completed.

c. The time for completion of the investigation and issuance of the final letter of
determination may be extended by the institution for up to 60 additional days in
cases involving exceptional circumstances. All parties shall be provided with written
notice of any extension and shall include in the notice an explanation of the
exceptional circumstances supporting the extension.

11. Any party who disagrees with the determination, may submit a written appeal to
Joanne Connor, Chief of Staff within 10 days of the receipt of the
determination letter. The appeal shall be in writing and include all materials
presented at the investigatory level, the final letter of determination, the reason for the
appeal and the specific relief requested.

12. In a case where a violation has been substantiated, and no disciplinary action
recommended, the affected party(ies) can appeal to Joanne Connor, Chief of Staff
within 10 days of receipt of the determination letter.