

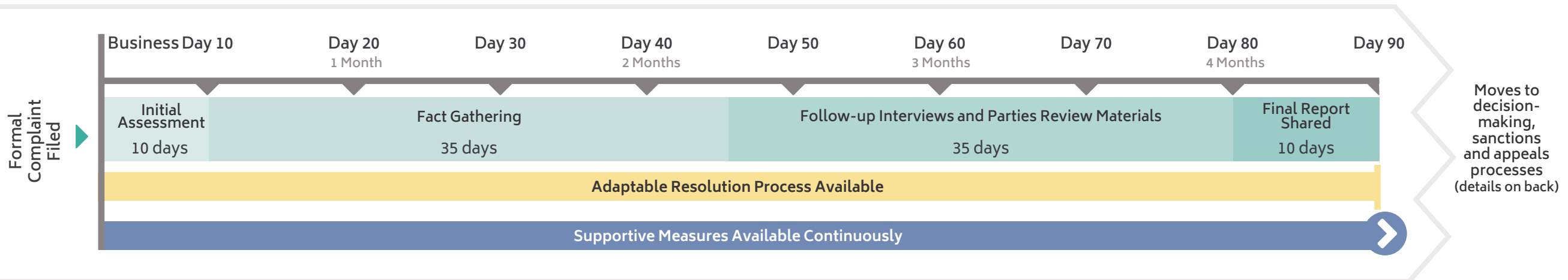
# Timeline of Formal Complaint Process Part 1: IDHR Process

You can file a formal complaint with the IDHR Office about prohibited discrimination and discriminatory harassment including:

- Discrimination on the basis of a protected class (i.e. race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, or national or ethnic origin)
- Racist Conduct
- Harassment on the basis of a protected class
- Sexual Harassment
- Sexual Misconduct
- Intimate Partner Violence
- Stalking
- Title IX Sexual Harassment
- Violence or Retaliation

Below is an estimated timeline that represents the formal complaint process an individual can pursue to address an experience of discrimination or discriminatory harassment. The Institute will make a good faith effort to complete the resolution process within a ninety to one hundred twenty (90 – 120) business day time period, including appeal. This time period may be extended, as needed, for appropriate reasons.

- \* This is an estimated timeline.
- Additional time may be necessary:**
- to ensure integrity and completeness of the investigation
  - to accommodate the availability of witnesses and parties
  - to account for Institute breaks or vacations
  - to account for complexities of a case
  - to accommodate other legitimate concerns (e.g. health and wellbeing, academic and employment demands)



- **Adaptable Resolution Process** – Mutually agreed upon resolution of allegations available anytime prior to a final decision on responsibility. This may include mediation, facilitated dialogue, or shuttle diplomacy.
- **Supportive Measures** – Measures designed to preserve or restore access to Institute programs and activities, and to protect the safety of all parties and the educational environment, and deter discriminatory harassment, discrimination, and/or retaliation. These measures are non-disciplinary and non-punitive. They are offered when appropriate and available, without fee or charge.

- **Initial Assessment** – The Complainant is contacted for a more complete understanding of the allegations, and to review the allegations to determine if the alleged behavior (as described) would violate MIT policy.
- **Fact Gathering** – Parties request witnesses, provide documents, and make written submissions. Parties and witnesses are interviewed. Parties receive regular updates on the status of the investigation. Time can vary based on the number and availability of witnesses and the complexity of the case.
- **Follow-up interviews and parties review materials** – Follow-up interviews of parties and witnesses. Parties are provided with information gathered during the investigation and a summary of relevant information.

- Parties have the opportunity to provide comments and additional information before the investigation is closed.
- **Investigator’s Final Report is shared** – Parties receive the Final Investigation Report and Record. \* The final report for non Title IX complaints against staff members includes finding on responsibility.

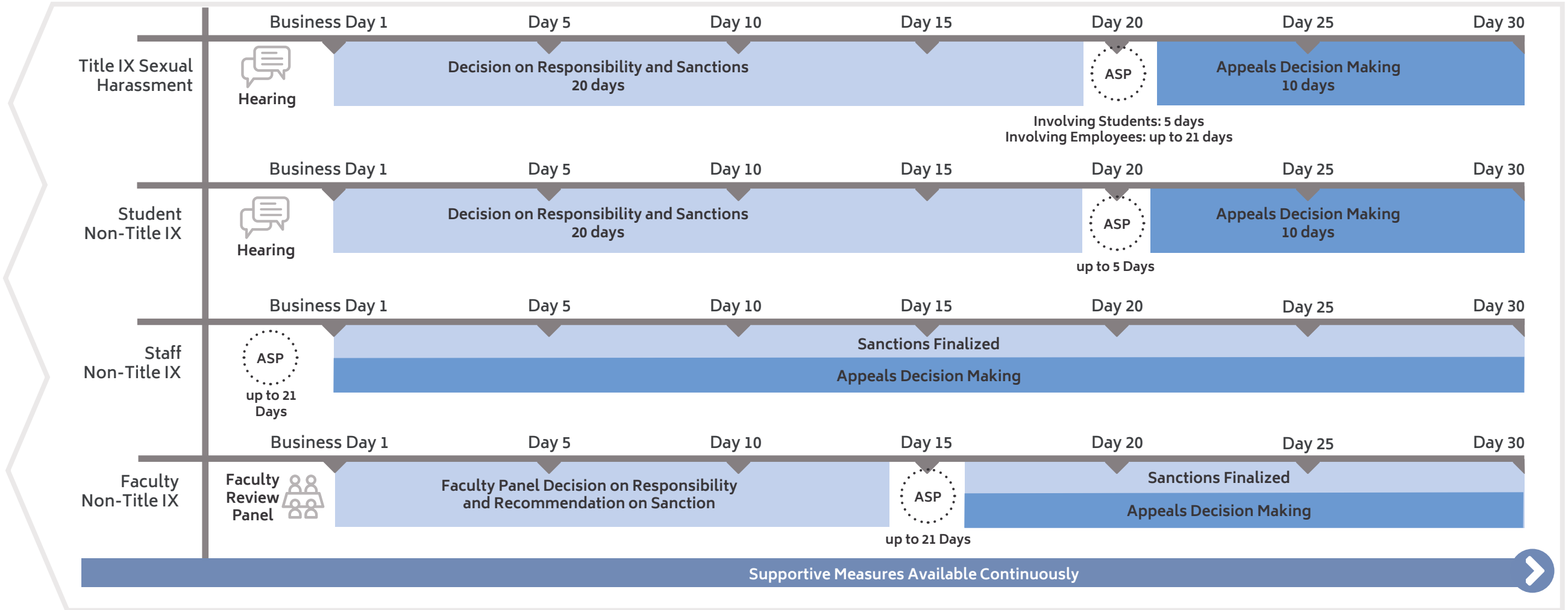


# Timeline of Formal Complaint Process Part 2: Adjudication, Sanctions, and Appeals

Please note: there are no time-limits in the policy for individual steps in the process. The timelines depicted here are estimates by the IDHR investigation team. Decision makers (including those who review appeals and assign sanctions) will do their best to ensure that complaints are resolved in a timely manner. The appeals submission period may expand the timeline of the adjudication and sanctions window beyond the 120-day goal articulated on page 1.\*

### Additional time may be necessary:

- To account for the availability of parties, witnesses, and decision makers for responsibility, sanctions, and the appeal.
- To account for breaks, vacations, and Institute professional commitments and work schedules.
- To account for the time necessary for the length of the Investigation Report and/or record, and for the complexity of the matter.
- To accommodate other legitimate concerns (e.g. health and wellbeing, personal obligations, academic and employment demands).



\* Under P&P, Section 9.8, parties in employee cases have 21 calendar days to submit an appeal. Recently, few Section 9.8 cases have been appealed, and not all appealing parties take the entire 21 calendar day period. As a result, there is limited data to assist in estimating how much time should be allocated to the employee appeal process. Based on the available information, and in consideration of the fact that sanctioning is not delayed by an appeal, this timeline seeks to appropriately reflect the formal complaint process for discrimination and discriminatory harassment. Section 9.8 indicates that, generally, the decision on an appeal is made within 30 calendar days from the date the appeal was submitted.