



DUKE UNIVERSITY AND DUKE HEALTH SYSTEM

**DUKE UNIVERSITY
Office For Institutional Equity
DISCRIMINATION GRIEVANCE PROCEDURE**

Duke University has adopted an internal grievance procedure providing for prompt and equitable resolution of employment complaints alleging discrimination based on **race, color, sex, religion, age, disability, national origin, or sexual orientation or gender identify**.

Complaints alleging discrimination should be addressed to the Duke University Office for Institutional Equity, Complaint Investigator, 145C Trent Drive Hall, Box 90012, Durham, NC 27708-0012, (919) 684-8222.

1. A complaint of discrimination must contain the name and address of the complainant, and a description of the facts alleging prohibited discrimination. The complainant must set forth specific facts in support of the allegation(s).
2. A complaint must be filed within one year of the alleged discrimination.
3. Following receipt of a complaint, an initial inquiry into the matter will be conducted in order to determine whether an investigation is warranted. This procedure affords the individual(s) making the complaint and the person(s) against whom the allegation(s) of discrimination have been made, and their respective representatives, if any, an opportunity to submit information and documentation regarding the allegations of the complaint.
4. The inquiry and/or investigation will be completed with written results of the investigation forwarded to the complainant within forty-five (45) workdays of the receipt of the complaint.
5. Although every effort will be made to comply with these timelines, exigent, unforeseen or unavoidable circumstances may justify an extension of time.
6. Retaliation against any person who files a complaint of alleged discrimination, participates in an investigation, or opposes a discriminatory employment or education practice or policy is prohibited under University policy, and by state and federal law.