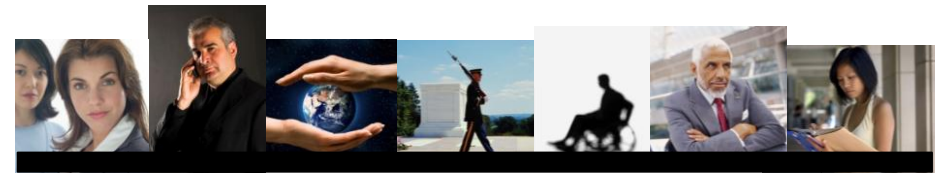




# Can They Treat Me Like That?



## Equal Opportunity Complaint Investigations at NC State



If you think that you have been discriminated against, harassed, or retaliated against you should contact the Office for Equal Opportunity (OEO) immediately. The Office for Equal Opportunity works to ensure that the university and its agents engage in practices that are compliant with the equal opportunity laws and policies. OEO is a neutral entity which does not favor either side (management or employee, student or faculty), but instead works to find facts and rectify any known policy violations.

### If you want to report a policy violation, you may:

1. Contact Amy Circosta (919-513-1234, amy\_circosta@ncsu.edu) or Ursula Hairston (919-513-3250, ursula\_hairston@ncsu.edu), or
2. Complete and submit a complaint intake form (available online at [www.ncsu.edu/oEO/harassment/harassment\\_complaint\\_form.html](http://www.ncsu.edu/oEO/harassment/harassment_complaint_form.html)), or
3. File a grievance within 30 days with the Employee Relations Office (Human Resources) if you are an EPA or SPA employee, with the chair of the Faculty Senate if you are faculty. Students should follow the Student Grievance procedures.

### Once your complaint is received OEO will:

- Review your complaint with you and determine the most appropriate way to proceed if you have alleged a policy violation of the university's Equal Opportunity and Non-Discrimination Policy ([www.ncsu.edu/policies/campus\\_environ/non-discrimination/POL04.25.05.php](http://www.ncsu.edu/policies/campus_environ/non-discrimination/POL04.25.05.php)).
- Follow the informal or formal resolution procedures as outlined in the university's policy entitled Resolution Procedures for Discrimination, Harassment, and Retaliation Complaints ([www.ncsu.edu/policies/campus\\_environ/non-discrimination/REG04.25.2.php](http://www.ncsu.edu/policies/campus_environ/non-discrimination/REG04.25.2.php)).

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- Speak with any parties deemed necessary to effectively resolve the situation. Confidentiality is extremely important. OEO asks that no one discusses the information related to an investigation. Maintaining confidentiality not only helps to preserve the privacy of the person filing the complaint and those named in the complaint, it also preserves the integrity of the investigation.

### What you can expect from OEO:

1. We will maintain confidentiality to the highest extent possible.
2. We will thoroughly investigate any claim that alleges a policy violation of the NC State University Equal Opportunity and Non-Discrimination Policy.
3. OEO will notify you as to the final stages of the complaint. When engaged in the formal resolution process, OEO will issue a final report to the administrative head of the department/unit named in the complaint, with copies to Human Resources and the Office of General Counsel. Neither the complainant nor the respondent will receive a copy of the final report from OEO. This is a measure to ensure privacy and protect both parties from potential allegations of retaliation.

## CONTACT INFORMATION

**Office for Equal Opportunity**  
 Campus Box 7530, Winslow Hall  
 Raleigh, NC 27695  
**Main Number: 919-515-3148**  
 Fax Number: 919-513-1428  
**Website: [www.ncsu.edu/oEO](http://www.ncsu.edu/oEO)**

Amy Circosta, J.D.  
 Assistant Vice Provost & Director of Harassment Prevention & Equity Programs  
 919-513-1234

Ursula Hairston  
 Assistant Equal Opportunity Officer  
 919-513-3250