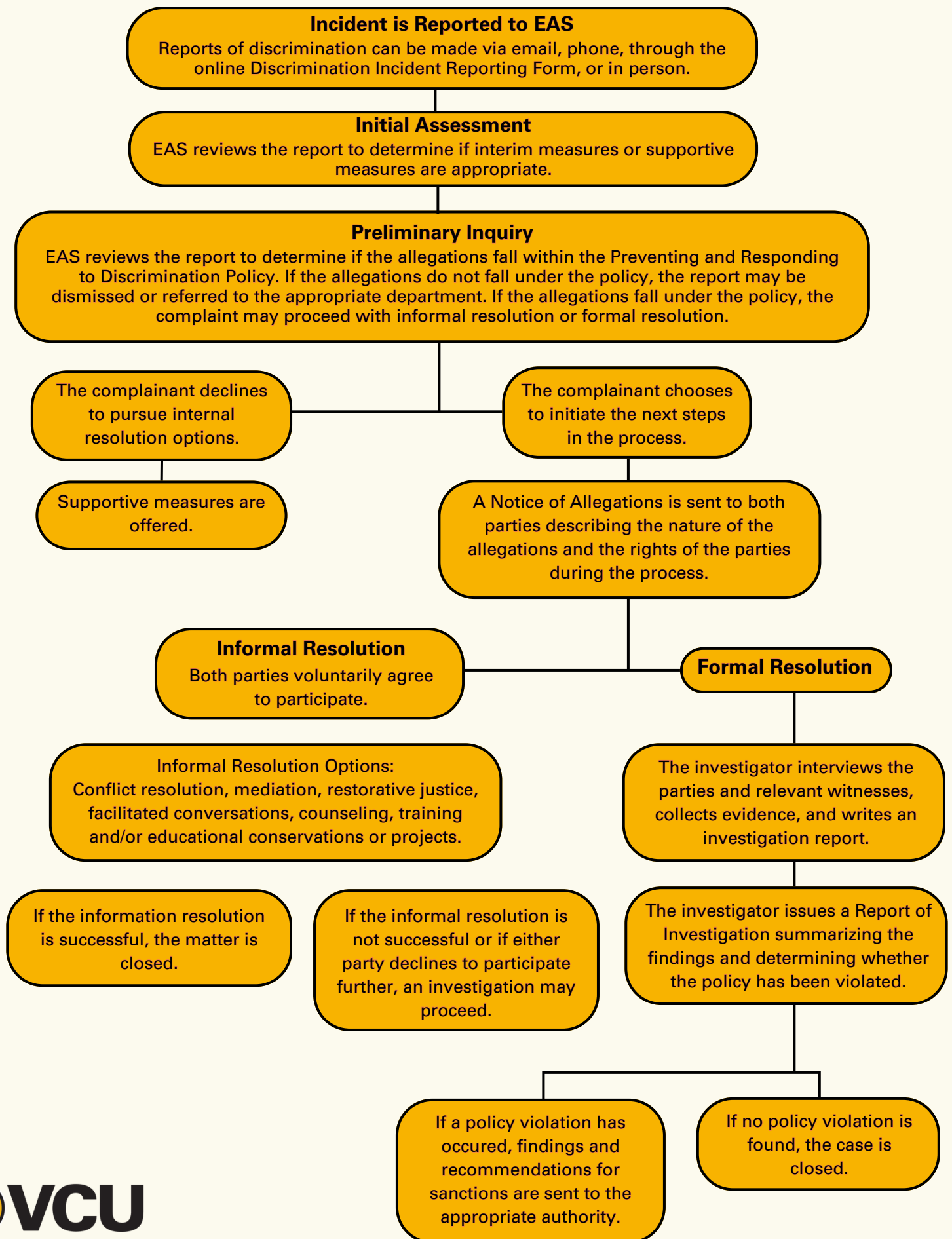


# Preventing and Responding to Discrimination



# Equity and Access Discrimination Complaint Information

**Equity and Access Services (EAS)** is responsible for ensuring that VCU complies with federal and state civil rights laws. This includes:

- Investigating complaints of discrimination, harassment, and retaliation.
- Promoting equal opportunity in employment and education.
- Providing guidance on diversity initiatives and reasonable accommodations.
- Offering support and resources to students, faculty, and staff to maintain an inclusive and non-discriminatory environment.

## Reporting Process

If you believe you have experienced or witnessed discrimination, you can file a report using one of the following methods:

- **Online:** Use the Maxient [Discrimination Incident Reporting Form](#).
- **Email:** Send an inquiry or set up a meeting by emailing [equity@vcu.edu](mailto:equity@vcu.edu).
- **In-Person or Mail:** Visit or send your report to the Grace Street Center at 912 W. Grace Street, 2nd Floor, Richmond, VA.

Upon receiving a report, EAS will assess whether interim measures are needed to ensure safety and well-being. An initial assessment will follow to determine if the complaint can be resolved informally or requires a formal investigation.

## Informal Resolution Process

In certain cases, the university may offer an **informal resolution** to address a complaint. This process is voluntary and may include:

- Mediation or conflict resolution.
- Restorative justice practices.
- Educational conversations or training for the involved parties.

Informal resolution allows for a mutually agreed-upon outcome without a full investigation. Either party can choose to withdraw from the informal process at any time, in which case the formal process may be initiated.

## Formal Investigation Process and Sanctions

If the complaint cannot be resolved informally or if the severity of the issue requires, a **formal investigation** will begin. This process involves:

- A trained investigator collecting relevant evidence, interviewing witnesses, and reviewing documents.
- A determination based on the **preponderance of the evidence** standard (whether it is more likely than not that a policy violation occurred).
- Both the complainant and the respondent will be informed in writing of the investigation's findings.

If the respondent is found to have violated the policy, they may face disciplinary action, such as:

- For employees: Sanctions up to termination of employment.
- For students: Sanctions up to expulsion.
- For third parties: They may be barred from the campus or university events.

### **Supportive Measures**

Throughout the reporting and resolution process, **supportive measures** are available to help complainants, respondents, and other involved parties. These resources include:

- Counseling services.
- Academic or workplace accommodations.
- Access to external resources, such as state or federal civil rights agencies.