

As the Reporting Party in an investigation regarding an alleged violation of Creighton University's Harassment, Discrimination, Sexual and/or Relationship Misconduct policy, you will:

- ☐ Be treated with respect and dignity by University officials.
- ☐ Have your complaint be resolved in accordance with the procedures outlined in the policy and by the utilization of a preponderance of the evidence standard.
- ☐ Have the ability to access campus support resources (e.g. Violence Intervention and Prevention [VIP] Center, counseling, etc.).
- ☐ Be able to request that protective measures be put in place during the course of the resolution process.
- ☐ Have the right to consult with an advisor of my choice throughout the resolution process (including accompaniment to all interviews, meetings, and proceedings).
- ☐ Have the ability to provide information to the investigative team both in-person (interview) and in written form (statement).
- ☐ Have the ability to provide relevant evidence and the names of potential witnesses to the investigative team.
- ☐ Be allowed to review and respond to the evidence and information gathered by the investigative team prior to the conclusion of the investigation and the completion of the investigative report.
- ☐ Be informed in writing of the findings, rationale, and sanctions that affect me resulting from the investigation.
- ☐ Have the ability to review the entire investigative report after the Executive Director of the Office of Equity and Inclusion makes a determination of responsibility and the findings, rationale, and any sanctions are communicated to you.
- ☐ Have the ability to appeal the findings determined by the Executive Director of the Office of Equity and Inclusion.
- ☐ Be protected from retaliation related to my report and participation in the investigative process.
- ☐ Have amnesty for sharing information about minor policy or code of conduct violations related to the incident under investigation (e.g. use or possession of alcohol or drugs) unless the situation was egregious and/or put others' health and safety at risk.
- ☐ Be able to report to law enforcement or other agencies outside of Creighton University should you choose to do so.

#### Office of Equity and Inclusion

Creighton Hall 340  
(402) 280 - 3189

#### Confidential support resources for Reporting Parties:

**Violence Intervention and Prevention (VIP) Center** | Swanson Hall, (402) 280-3794  
**Student Counseling Services** | Harper 1034, (402) 280 - 2735  
**Employee Assistance Program** | 1 - 800 - 424 - 4831

The investigative team will gather evidence and information from the reporting party, the responding party, and relevant witnesses. Evidence gathered during the course of the investigation may include, but is not limited to:

- Summaries of interviews with the involved parties
- Written statements from the involved parties
- Pictures or videos
- Text messages, emails, or communications
- Medical records

The investigative team will compile the information found during the course of an investigation into a final investigative report. This report will be provided to the Executive Director of the Office of Equity and Inclusion once the investigation has been completed. The Executive Director will review the report and determine whether or not the evidence and information it contains suggests that it is more likely than not that University policy was violated.

Before the investigative report is finalized, you will have the ability to:

- Provide evidence and suggested witnesses to the investigative team
- Review and respond to any summaries of interviews you gave to the investigative team
- Review and respond to any summaries of interviews given by the Responding Party
- Review and respond to any summaries of interviews given by witnesses
- Review and respond to any evidence provided by any involved parties

Interview summaries and evidence are available for you to review in person in the Office of Equity and Inclusion. They may also be made available to you via an electronic file-sharing service if requested. Any documents shared with you electronically will have names and personally-identifiable information redacted in order to protect and preserve the privacy of the involved parties.

The University expects that you will not share, forward, give access to, or otherwise distribute any documents containing information gathered by the investigative team during the course of the investigation, nor any documents related to the investigation that include references to such information, with anyone other than your advisor. This includes interview summaries with the involved parties, evidence gathered by the investigative team, official communications from the Office of Equity and Inclusion, the final investigative report, and any other documents containing information found during the course of the investigation. Distribution of such information is prohibited and may be considered retaliation against the other parties involved in an investigation.

The University will maintain the privacy of information gathered during the course of an investigation and the records of those involved. Investigative materials may be subject to subpoena in the case of criminal or civil processes outside of the University. Creighton does not have the ability to control whether someone files a report with law enforcement or engages in civil litigation.

The University encourages all participants to maintain the integrity of the investigative process and privacy of the parties involved by not disclosing the identities of other participants or information about the allegations to anyone outside of the investigative process. While the University cannot stop individuals from choosing to share information about the investigation and/or the parties involved, the sharing of such information could lead to a legal claim by a party who believes that the information is false, identifies them to others, or harms their reputation.

Name: \_\_\_\_\_

(Print Name)

Net ID: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_