

**UNIVERSITY OF MINNESOTA  
UMD OFFICE OF EQUAL OPPORTUNITY**

**INFORMATION FOR WITNESSES**

- 1. Your interview may be in person or by telephone. A staff person from this office will set up the interview, and the interview will probably not take more than forty-five minutes.**
- 2. University employees who are asked to participate in such interviews may do so on University time. They do not have to use vacation or sick leave, and do not have to make up the time.**
- 3. Your participation is voluntary, but the complaint may be more easily and quickly settled if you agree to participate. We urge your participation as a means of helping to create a better working atmosphere for the University.**
- 4. The information to be gathered is for internal background use at this time. The University, as an employer, is obligated to investigate complaints which are made. This investigation is not a legal proceeding, but an internal process. However, any bargaining unit member has the right to seek counsel from their union representative. In addition, any person has the right to hire a private attorney to advise him or her on how to respond to a complaint. That does not necessarily mean there is a lawsuit.**
- 5. As long as the investigation remains internal within the UMD Office of Equal Opportunity your participation can be confidential. Your name will not be revealed to the complainant or respondent, or to any other person who is involved. Your name will not be revealed in the internal report made about this complaint. The UMD Office of Equal Opportunity will make a recommendation to the supervisor which may include discipline of the alleged harasser. This supervisor may request the names of witnesses in order to make a sound, defensible decision.**
- 6. If the investigation results in discipline, the person complained against will have an opportunity to grieve the decision. Names of witnesses may be revealed during a grievance or in response to a court order in a lawsuit.**
- 7. You have the right to speak to anyone about this complaint. If you decide you wish to speak to a complainant=s or respondent=s attorney, you have the right to request that a University attorney be present.\***

**\*If you are a supervisor or administrator, you should not speak to non-University attorneys without first contacting the Office of the General Counsel.**

- 8. You have no obligation to speak to any person, no matter what their connection is to the complaint. You do not have to talk about the complaint to the person who complains, or the person complained about. If either side in the complaint hires an attorney, you do not have to answer questions posed by that attorney, or communicate with him or her in any way.**

**The University of Minnesota is an equal opportunity educator and employer.**

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