REPORTING AND INQUIRY CONTACTS FOR DISCRIMINATION OR HARASSMENT

1. Any person who experiences or observes discrimination, harassment or retaliation as prohibited by the Non-Discrimination and Anti-Harassment policy should report the matter immediately to any of the following:
   a. Office of Access & Equity
      i. Jerry Knighton, Associate Vice President for Access and Equity and University AA/EEO Officer, 864-656-0620, knightl@clemson.edu
      ii. Alesia Smith, Executive Director of Equity Compliance and University Title IX Coordinator, 864-656-3181, alesias@clemson.edu
      1. Online Incident Reporting Form
      iii. Priscilla Harrison, Director of ADA Services and Compliance/ADA Coordinator, 864-656-3553, prischi@clemson.edu
   b. Office of Human Resources
      i. 864-656-2000
      ii. Staff and Faculty Relations Online Reporting Form
   c. Office of Community and Ethical Standards
      i. 864-656-0510
      ii. OCES Incident Report Form
   d. Office of University Compliance and Ethics
      i. Tracy Arwood, Chief Ethics and Compliance Officer, 864-656-8932, tarwood@clemson.edu
   e. Ethics/Safety Hotline, 1-877-503-7283

2. In addition, employees who experience or observe discrimination, harassment or retaliation as prohibited by this policy are encouraged to report complaints to their supervisors, unless the supervisor is the person who is discriminating, harassing, or retaliating against the employee, in which case the employee should report the matter to the next highest supervisor in the chain of command.

3. External Reporting Options
   a. South Carolina Human Affairs Commission (employees)
   b. U.S. Department of Education, Office of Civil Rights (students)
   c. U.S. Equal Opportunity Employment Commission (employees)

4. University Investigation Contacts
   a. Complaints will normally be investigated by the following offices:
      i. Employee, including student worker, complaints regarding discrimination, harassment or retaliation in the workplace will be investigated by the Office
of Human Resources. The Office of Human Resources has the authority to take remedial action regarding employee conduct that violates this policy.

ii. **Student complaints**
   1. regarding discrimination, harassment, or retaliation in their educational environment by another student will be investigated by the Office of Community and Ethical Standards (OCES). OCES has the authority to take remedial action regarding student conduct that violates this policy.
   2. regarding discrimination or harassment in their educational environment by an employee will be investigated by the Office of Human Resources. The Office of Human Resources has the authority to take remedial action regarding employee conduct that violates this policy.

iii. **Complaints alleging Sexual Harassment** (including but not limited to sexual violence and/or relationship violence) pursuant to Title IX by an employee or a student will be initially reviewed by the Title IX Coordinator to determine if the matter will be handled as a Title IX Formal Complaint and then referred to the appropriate office (either the Office of Human Resources or the Office of Community and Ethical Standards) for investigation or other action as appropriate.

iv. **Guest or visitor complaints** will be investigated by the Office of Human Resources if the accused is an employee, volunteer or visitor and by OCES if the accused is a student. If the accused is neither an employee nor a student, the complaint may be investigated by the Clemson University Police Department to the extent that the conduct may constitute a crime.

5. **Additional Resource Links**
   a. [Procedures for Resolution of Discrimination/Harassment/Retaliation Complaints Against Employees](#) (PDF).
   b. [Policy and Procedures Related to Sexual Harassment and Sexual Violence](#)
   c. [Student Code of Conduct](#)