



Anonymous Complaints Policy # 1710.025

INITIAL EFFECTIVE DATE: July 2005	LAST REVISION DATE: February 12, 2021	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Employee & Labor Relations
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POLICY STATEMENT

The University attempts to deal openly, fairly, and effectively with any comment or complaint of an individual, service provided, or any of its processes, and to offer an appropriate remedy to anyone who is adversely affected.

The University understands that there may be cases when an individual might want to report their concerns anonymously or with confidentiality. To the extent possible, the University will keep reports confidential. If the individual does not identify himself or herself, however, the University might not be able to respond appropriately to the individual’s concern. Further, there may come a time when the University cannot proceed with the investigation without obtaining additional information from the reporting person(s). Therefore, persistent anonymous complaints will be systematically addressed to determine if the complaint(s) should be investigated.

SCOPE

This policy applies to all faculty and staff members of the university.

REASON FOR POLICY

To establish a policy on the handling of anonymous complaints.

DEFINITIONS

TERM	DEFINITIONS
Complaint	means an expression of dissatisfaction or concern related to a workplace situation.

ROLES AND RESPONSIBILITIES

Employees: should file a complaint through the various resources listed below. If the employee chooses to file anonymously, we will make every effort to investigate the matter.

Related Resources: will review the complaint and will investigate to the most possible based on the information provided.



RELATED RESOURCES

The following offices can be contacted with concerns or complaints:

Employee & Labor Relations - <https://elr@fiu.edu>

Inclusion, Diversity, Access & Equity - <https://IDEA@fiu.edu>

University Compliance Office Hotline - <https://compliance.fiu.edu>

Office of Internal Audit - <https://oia.fiu.edu>

Faculty Ombudsperson Office - <https://provost.fiu.edu/ofga/faculty-ombudsperson.html>

Student Ombudsman Office - <https://studentaffairs.fiu.edu/get-support/index.php>

CONTACTS

Florida International University
Division of Human Resources
Employee and Labor Relations
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Miami, Florida 33199
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HISTORY

Initial Effective Date: July 2005

Review Dates (*review performed, no updates*): N/A

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