

**CONFIDENTIAL --
TO BE OPENED BY ADDRESSEE ONLY**

Attachment #3

{Date}

Mr./Ms. {Name}
{Address}
{City, State, Zip}

Dear Mr./Ms. _____:

On _____, the University received from Mr./Ms. _____ a formal complaint of sexual harassment against you. As chair of the committee dealing with the formal complaint, it is my responsibility, pursuant to this procedure, to coordinate the process to address this matter. As described in the Sexual Harassment Policy, a copy of which is enclosed, you will have the opportunity to reply to Mr./Ms. _____ allegations and to submit any information that you feel is pertinent.

As the first step in the investigation, we will arrange a meeting with you to inform you of the nature of the allegations. You will be asked to respond in writing to the complaint being specific and detailed as possible. Once we have received your information and reviewed it, you may be contacted to schedule additional meetings with the committee investigating the allegations.

As you write your statement, please keep in mind that your statement will be discussed with Mr./Ms. _____ and he/she will have the opportunity to respond to it. As the investigation proceeds, all documents will be maintained in a confidential file.

As noted in the policy, the University seeks to protect, to the maximum extent possible, the confidentiality of the complaint procedure. To this end, I ask that you not disclose any documents of information concerning this proceeding to any persons other than those involved in the investigation of this complaint. This requirement is not intended to inhibit your ability to present your case, and if there are individuals who you believe to have relevant knowledge, please let me know and I will arrange to interview them or obtain their information.

Finally, please note that it is a violation of University policy to retaliate against a student or employee for filing a complaint of sexual harassment in good faith or for cooperating in an investigation of such a complaint. Any person found to have retaliated against a complainant or other participant in an investigation such as this one is subject to disciplinary action.

Please contact me if you have any questions.

Sincerely,

Name
Individual in Charge of Human Resources
Robert Morris University

Enclosures
Cc: