

# **East Georgia State College Employee Handbook**

## **Cooperation in Internal Investigations**

**Adopted by President's Cabinet 12/19/17**

An employee of East Georgia State College shall cooperate to the fullest extent possible in any internal investigation conducted by East Georgia State College and or the Board of Regents when directed to do so by persons who have been given investigative authority by the President of the institution. Failure to cooperate fully shall be grounds for adverse personnel action, including possible termination of employment.

In conducting an internal investigation, the investigator will notify only the appropriate administrators or individuals with a need to know. In addition to acting in the best interest of the college, the investigator must assure that the investigation provides for due process. Investigations will follow the general outline described below.

Once a complaint or allegation is received, the investigator should notify the accused as soon as practical. The time frame of the notification will vary depending on the necessity to gather and/or clarify facts prior to the accused being approached. Additionally, the notification could be delayed in order to protect everyone involved, evidence, etc.

The accused should be given an opportunity to present his/her position relating to the allegation(s). At times, it may be necessary for this to occur in more than one sitting.

The investigator should gather as many facts and other forms of evidence as will allow the investigator to make a reasonable conclusion regarding the allegation(s).

Certain complaints will be investigated according to the procedures outlined in the specific policy for the underlying complaint. Examples of specific complaints and the appropriate investigative procedures include:

Title IX complaints – Sexual Misconduct Policy

<http://www.ega.edu/policy/08-sexual-discrimination-harassment-and-misconduct-policy.pdf?102417>

Discrimination and Harassment complaints – Non-Discrimination and Anti-Harassment Policy

<http://www.ega.edu/policy/08-non-discrimination-and-anti-harassment-policy.pdf?0826161>

Employee Grievance complaints – Employee Grievance Policy

<http://www.ega.edu/policy/08-employee-grievance-policy.pdf?2102016>