

RESPONDING TO SEXUAL MISCONDUCT – AN EMPLOYEE GUIDE

Indiana University is committed to preventing and responding promptly to all forms of sexual misconduct, including incidents of sexual harassment, sexual assault and other forms of sexual violence, including stalking, domestic violence, and dating violence. All employees of the University have an obligation to help further this commitment.

Things you should know about sexual violence:

- 1 in 5 women report a sexual assault during their undergraduate collegiate experience.
- 3% of men in college report that they have been sexually assaulted in their lifetime.
- Sexual assault survivors are more likely to experience depression and anxiety.
- Experiences of sexual violence may affect a student's academic performance.
- Someone who has been sexually assaulted or raped may not use those words to describe what has happened to them.

PROVIDE SUPPORT: You may be the first person an individual reaches out to regarding what has happened to them. It is important you know how to respond, to provide helpful information and to explain the University's process. (*See DUTY TO REPORT.*)

- **Don't promise confidentiality.** You should clarify from the start that you are obligated to report any information of sexual misconduct brought to your attention to certain individuals at the University who are trained to respond appropriately. Direct students or employees seeking complete anonymity to speak only with *Confidential Employees* identified on campus. (*See Confidential Employee information below.*)
- **Do not pressure** an individual to provide you with more information than he or she is comfortable sharing. Your role is not to draw conclusions or determine what has happened.
- **Do not try to counsel.** Your role is to listen, to direct or refer the individual to available resources. Encourage individuals to seek counseling services offered by the University. Licensed, professional counselors are available for each campus to help students. Employees can receive counseling through the [IU Employee Assistance Program](#).
- **Encourage** an individual to seek medical attention immediately, if they have not done so.
- **Encourage** an individual to utilize campus resources, and to consider filing a report with IUPD or filing a formal complaint through the University process.
- **Learn more** about the policies, procedures and available resources on your campus and in your community. Visit <http://stopsexualviolence.iu.edu/>. Share this information.
- **Protect the privacy** of all those involved. Beyond reporting as required below, do not share personal information or facts with others.

DUTY TO REPORT: If you a *Responsible Employee* and you receive a complaint of sexual misconduct, including any assault, harassment or other sexual violence, the University is deemed to be on notice and must take immediate* and appropriate steps to investigate or otherwise determine what occurred. (*The University has 60 days from the date the Responsible Employees received the complaint.)

- **Responsible Employees** include all supervisors, all employees that interact directly with students, and all employees that students might reasonably believe have some authority to take action or a duty to report. Though not exhaustive, this includes:
 - All instructors, including full-time professors, adjuncts, lecturers, AIs, and any others who offer classroom instruction or office hours to students;
 - All advisors;
 - All coaches, trainers, and other athletic staff that interact directly with students;
 - All student affairs administrators;
 - All residential hall staff;
 - Employees who work in offices that interface with students; and
 - All supervisors and university officials.
- *Responsible Employees* must **immediately report** all known information to the Title IX Coordinator or the Deputy Title IX Coordinator(s) on your campus. Online reporting will be made available at <http://stopsexualviolence.iu.edu/>.
- Responsible Employees may also be considered *Campus Security Authorities (CSAs)* for purposes of Clery crime reporting
- If you have any doubt whether you have an obligation to report, you should report.
- Reporting to Title IX Coordinators does not mean that the individual will be required to bring a formal complaint or file a formal report with police, or participate in any university investigation or procedures. It will ensure that information regarding resources, assistance, reporting options, rights and protections, is provided. It can also help the University in preventing future incidents.
- **Confidential Employees:** Only certain, specific individuals on your campus are exempt from the reporting requirement addressed above. Refer students who desire anonymity to a Confidential Employee. These individuals are identified on the website and include:
 - Licensed, professional mental health counselors.
 - Any staff within student advocates offices specifically designated as non-professional sexual assault advocates for students.

HOW TO PREVENT: Visit <http://stopsexualviolence.iu.edu/> to learn more about your campus' resources and educational initiatives for prevention, and bystander intervention.