

RESPONSIBLE EMPLOYEES

Reporting Sexual Misconduct, Discrimination and Harassment

WHO

ISU has identified the following community members as Responsible Employees:

- All supervisors and university officials
- All coaches, trainers, and other athletic staff that interact directly with students
- All employees who work in offices that interact directly with students
- All faculty who offer instruction to students, including professors, adjuncts, and lecturers
- All advisors
- All student affairs administrators
- All residential staff



Visit sexualmisconduct.dso.iastate.edu for additional information

Examples of Conduct that Must be Reported

- Sexual assault
- Stalking
- Relationship violence
- Unwanted sexual touching
- Discrimination or hostile work environment based on protected class
- Hiring decisions based on protected class

WHAT

Responsible Employees are obligated to report all information they learn concerning sexual misconduct, discrimination & harassment.

Information to Report:

- Name of individual(s) involved
- Known witnesses
- Date & Time
- Location
- Other relevant details

If in doubt, REPORT!

WHEN

Responsible employees are expected to report known and rumored misconduct immediately.



DO NOT:

- Investigate the conduct
- Prejudge involved parties
- Talk to others about the conduct or incident
- Wait to report until conduct escalates

WHERE

Report all concerns to ISU's Title IX Office.

Office of Equal Opportunity

3410 Beardshear Hall

515-294-7612

eooffice@iastate.edu

WHY

Reporting is important for many reasons including:

- Required by federal law and university policy
- Failure/ delay could cause harm to those involved
- Failure/ delay could expose ISU to legal and regulatory liability



HOW

Tips for communicating with impacted individuals

- Thank the individual for coming forward and sharing their experience; assure them that their report will be taken seriously.
- Inform the individual that as a Responsible Employee you are required to notify appropriate university personnel of the concern.
- Assure them that they determine their level of involvement in any university process and are protected against retaliation.
- Share resources with the individual including victim advocacy at ACCESS, counseling at Student Counseling Services and Employee Assistance; and medical / health services at Thielen Student Health Center and Mary Greeley Medical Center. A comprehensive list of resources can be found in the Title IX Resource Guide or by visiting sexualmisconduct.dso.iastate.edu

OFFICE OF EQUAL OPPORTUNITY

3410 BEARDSHEAR HALL
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