

Responding to Sexual Misconduct

An Employee Guide

Indiana University is committed to preventing and responding promptly to all forms of sexual harassment, including incidents of sexual assault or other sexual violence. **All employees of the university have an obligation to help ensure this commitment.** The purpose of this guide is to share with all employees how to respond appropriately to any complaints or reports of sexual harassment or sexual violence that are brought to their attention.

Things you should know about sexual assault and sexual violence:

- One in 5 women report having been sexually assaulted during their undergraduate life.
- Three percent of all men in college report having been sexually assaulted in their lifetime.
- Sexual assault survivors are more likely to experience depression and anxiety.
- 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 happened.

How to provide support:

You may be the first person to whom an individual reaches out about what has happened. It is important you know how to respond to provide helpful information, share the appropriate resources and explain the university's process.

Do not promise absolute confidentiality.

Make clear that you are obligated to report information brought to your attention to university officials. Direct anyone seeking complete anonymity to a **Confidential Employee** identified on campus. These include licensed, professional mental health counselors at [Counseling and Psychological Services \(812-855-5711\)](#) and specific staff within [Student Advocates Office \(812-855-0761\)](#) designated as non-professional sexual assault advocates.

Do not pressure the individual to provide more information than he or she is comfortable sharing.

Your role is not to draw conclusions or determine what has happened, but rather to listen, provide helpful information about campus policies, and share referrals to appropriate resources.

Do not try to counsel.

Encourage the person to seek counseling services offered by the university from confidential licensed, professional counselors. These include the following:

- Sexual Assault Crisis Services, IUB Health Center, 812-855-5711 (students)

- IU Employee Assistance Program, hr.iu.edu/benefits/eap.html (employees)

Do encourage the individual to consider filing a report with IUPD and to visit the campus health center or local hospital if he or she has not already done so.

Do take care to protect the privacy of all involved. Beyond reporting, as required below, do not share personal information or facts with others unless instructed by the Title IX Coordinators or their designees.

Do learn more about the available resources and applicable university policies and procedures and share this information.

For more information on the university's process and resources, visit stopsexualviolence.iu.edu.

Who must report:

If you receive a complaint of sexual assault or 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 a total of 60 days from the date you learn of the incident to investigate and take appropriate action.**

All employees who supervise, advise, instruct or directly interact with students and those who students might reasonably believe have some authority to take action on behalf of the university have a duty to report their knowledge of such conduct. This includes, but is not limited to, the following:

- instructors (faculty, adjunct faculty, lecturers, AIs and anyone offering classroom instruction or office hours);
- advisors (departmental advisors and those acting as such, school advisors and University Division advisors);
- coaches, trainers and other athletic staff members who interact directly with students;
- student affairs staff and administrators;
- all residential halls staff;
- any employee who works in an office that interacts with students; and
- all supervisors and university officials.

If you have any doubt whether you have an obligation to report, you should report.

Most employees are required to report incidents brought to their attention. Only a few individuals on campus are considered Confidential Employees and therefore exempt from reporting.

Where to report:

You are obligated to report promptly all known information to one of the following officials on campus:

- **Carol McCord**, IUB Deputy Title IX Coordinator: 812-855- 8187/
camccord@indiana.edu (for complaints by students against faculty/staff)
- **Jason Casares**, IUB Deputy Title IX Coordinator: 812-855- 5419/
jacasare@indiana.edu (for complaints against students)
- **Julie Knost**, Indiana University Title IX Coordinator 812-855-7559/
jknost@indiana.edu

After the Title IX Coordinator or a Deputy Coordinator receives a report of sexual assault or violence, he or she will initiate contact with the individual to offer assistance and ensure that the person receives information regarding university and community resources and is aware of his or her reporting options, rights and protections under the law and university policy.

The individual will not be required to bring a formal complaint, file a formal report with police or participate in any university investigation or procedures unless the individual chooses to do so. Information gathered will be used for mandatory reporting purposes and to assist the university in preventing future incidents.

How to help prevent sexual assault & violence:

Visit stopsexualviolence.iu.edu to learn more about campus resources, educational initiatives for sexual violence prevention and bystander intervention.