

RESPONSIBLE EMPLOYEES

Reporting Sexual Misconduct

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 Harassment
- Sexual Assault
- Sexual Exploitation
- Intimidation
- Stalking
- Interpersonal Violence

If in doubt,
REPORT!

→ 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

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
- Take punitive action



**REPORT ALL
CONCERNS TO
ISU'S TITLE IX
OFFICE.**



WHERE

**OFFICE OF
EQUAL OPPORTUNITY**
3410 Beardshear Hall
515-294-7612
eooffice@iastate.edu

WHY



Reporting is important for many reasons including:

- Ensure impacted parties receive resources and support
- Failure/ delay could cause harm to those involved
- Required by federal law and university policy



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 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

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