



UNIVERSITY *of* MARYLAND
EASTERN SHORE

Office of Institutional Equity and Compliance

What does it mean to be a Responsible Employee/Reporter?

Hawks ACT

OIE combines new programs with new initiatives focusing on:

1. **Action** – response to reports and being an active upstander
2. **Counseling and Support** – advocacy and support services
3. **Training** – awareness and prevention education

Hawks ACT

FACULTY/STAFF REFERENCE GUIDE TO ASSIST VICTIMS/SURVIVORS WHO REPORT SEXUAL MISCONDUCT

Faculty and staff are “Responsible Employees.” This means, you are required to report Title IX information. Therefore, you are in a unique position to assist those who report sexual misconduct, including sexual harassment and assault. Outlined below is information to guide you in responding to and supporting someone who confides in you.

What should I do?

1. STEP ONE: LISTEN

- Listen openly and be supportive. Refrain from judgmental questions. Don’t allow myths to affect how you perceive the survivor.
- Encourage the person to seek support services. Confidential and non-confidential campus and community options are available at www.umes.edu/titleix.
- If the person is in immediate danger, offer to assist in calling 911.

What should I say?

2. STEP TWO: SUPPORT

“I appreciate your coming to me for support. I want to make you aware of my role’s limitations. As an employee I have an obligation to report any incident of sexual assault to the Title IX Coordinator. I also want to make you aware of resources on campus where you can discuss your situation confidentially and seek support if needed. I can’t keep this confidential, yet we can keep it private.” Faculty and supervisors also have the duty to report instances of sexual harassment of which they are aware.

Who should I contact?

3. STEP THREE: REPORT

- Report incident to the Title IX Coordinator via phone, email or in person.
- Share all the relevant details, including name, date, time or location of incident, and the names of anyone identified by the person as an alleged perpetrator or witness.
- Survivors of crimes such as sexual assault, stalking, domestic or dating violence are strongly encouraged to report the crime to law enforcement.

Additional Tips

What to say to a victim/survivor:

- I’m sorry this happened to you.
- It wasn’t your fault.
- Thank you for trusting me with this information.
- I’m always here if you want to talk.
- Can I help you get connected to resources?

What NEVER to say to a victim/survivor:

- It was your fault.
- You could have avoided it had you _____.
- It’s been so long! Get over it!
- You wanted it. / You were asking for it.
- It’s not that big of deal; it happens to lots of people.
- I don’t believe you.
- More information, can be found at www.umes.edu/oie

Title IX Coordinator

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The Title IX Coordinator will be informed of all reports of sexual misconduct, and will oversee the University’s review, investigation, and resolution of those reports to ensure the University’s compliance with Title IX, and related laws, and the effective implementation of the University policy and procedures.