UNIVERSITY of DENVER

EQUAL OPPORTUNITY & TITLE IX

What to DO in Response to a Report of Discrimination, Harassment, or Gender-based Violence

The University of Denver is committed to providing a safe and non-discriminatory environment for all members of the University community. Sexual and gender-based harassment and violence have no place in DU's community of trust and respect. Pursuant to the University's Reporting by University Employees of Disclosures Relating to the University's Discrimination and Harassment Policy, all Responsible Employees MUST report all known details about an incident of discrimination or harassment (including the date, time, location, names of individuals, and details) to the Office of Equal Opportunity and Title IX (EOIX).

Responsible employees include: faculty and staff (including Graduate Teaching Assistants), Campus Safety Personnel, Athletics & Recreation personnel, Student Affairs & Inclusive Excellence personnel (including Resident Assistants, Graduate Resident Directors, and Resident Directors), Deans, Associate Deans, Assistant Deans, Directors, Department Chairs, Chancellor, Provost, Senior Vice Chancellors, Vice Chancellors, Associate Vice Chancellors, Advisors to student groups, and members of the Board of Trustees.

DEFINITIONS

Prohibited Conduct
University's Discrimination & Harassment Policy prohibit Sexual Harassment, *Quid Pro Quo* Harassment, Sexual Assault, Nonconsensual Sexual Intercourse, Nonconsensual Sexual Contact, Dating Violence, Domestic Violence, Intimate Partner Violence, Sexual Exploitation, Stalking, Discrimination, Harassment, Physical Misconduct based on a protected status, Retaliation, and Obstruction.

Responsible Employee
Any University employee who is not a confidential employee and is required to report to the Title IX Coordinator all relevant details about an incident of Prohibited Conduct.

Confidential Resources
Any University employee who is not required to report Prohibited Conduct to Title IX, including HCC and CAPE staff.

What to Do

- **EXPLAIN** that you are NOT CONFIDENTIAL. Inform the student or employee at the beginning of the conversation that you are not a confidential resource and as a Responsible Employee, after your conversation you will be contacting the Title IX Coordinator. This allows the person disclosing the information choices about what they disclose to you.
- **LISTEN** without judgment. Your role is not to investigate. Listen to the student or employee and offer support.
- **SHOW** compassion and caring. "I am sorry this happened to you." "I am sorry you are going through this." "I am here to help you."
- **ASK** the student or employee if they feel safe.
- **CONNECT** the student or employee with resources. Explain the availability of confidential resources on campus, including Health & Counseling Center (HCC), the Center for Advocacy, Prevention & Empowerment (CAPE), and the Employee Assistance Program (EAP).
- **REPORT** the information to the AVC for EOIX/Title IX Coordinator via *https://www.du.edu/equalopportunity/index.html*. "Thank you for sharing this information with me. I am going to make a report to the Title IX Coordinator. The University will reach out to you to offer assistance and options."

What NOT to do

- Do NOT promise confidentiality. You CANNOT keep information about prohibited conduct confidential and MUST report to the Title IX Coordinator. DO NOT promise to withhold the identity of the students/employees or any facts.
- Do NOT investigate the information shared with you or attempt to resolve the situation. Your role is NOT the investigator.
- Do NOT promise a certain outcome. Avoid telling the student/employee specific outcomes and instead provide information about the process and options or direct the student/employee to the Title IX Coordinator.
- Do NOT judge the student/employee for sharing the information. Remain neutral and supportive.

Office of Equal Opportunity and Title IX (EOIX)
http://du.edu/equalopportunity ● titleix@du.edu ●(303) 871-7016
Driscoll Center South, Suite 30, 2050 E. Evans Ave., Denver, CO 80208

Call 911 immediately if you witness a criminal act or you believe there is an immediate threat to the campus community or the safety of an individual.

Submit a report through the Office of Equal Opportunity and Title IX at http://du.edu/equalopportunity or contact the Title IX Coordinator at (303) 871-7016 as soon as possible to make a report (within **24 hours** of receiving the information)

What Happens Next?

- The Office of Equal Opportunity and Title IX (EOIX) will contact the impacted individual and offer immediate assistance and resources and explain the University resolution options. EOIX will provide the student with information, support, and assistance and can arrange for a broad range of Supportive Measures.
- The individual will have an opportunity to state their preferences with regard to University action and anonymity. The University will seek to honor those preferences; however, the University must balance such a request with its obligation to ensure the individual and University community are safe.
- EOIX will review the reported information to determine (1) whether the reported information implicates the University's Comprehensive Discrimination & Harassment Procedures and Title IX Sexual Harassment Procedures, (2) whether the reported information indicates that there is a threat to the health and safety of the individual or University community, and (3) what, if any, University action or resolution is appropriate considering all known information and the expressed preferences of the individual who experienced the conduct.

CONFIDENTIAL University Resources

Health & Counseling Center
2240 E. Buchtel Blvd., 3N
Denver, CO
(303) 871-2205 (24/7)
info@hcc.du.edu
Studentaffairs.du.edu/health-counseling-center

Employee Assistance Program
(888) 881-LINC
https://www.supportlinc.com/
Username: universityofdenver

Center for Advocacy, Prevention, & Empowerment (CAPE)
(303) 871-3853 (daytime)
(303) 871-2205 (after hours)
cape@du.edu
studentaffairs.du.edu/health-counseling-advocacy/survivor-advocacy

CONFIDENTIAL Community Resources

The Blue Bench
(303) 322-7273
https://thebluebench.org/

Safehouse Denver
(303) 318-9989
https://safehouse-denver.org/

The Lesbian, Gay, Bisexual & Transgender National Hotline
(888) 843-4564
http://www.glbthotline.org/national-hotline.html

National Sexual Assault Hotline
(800) 656-4673