

# RESPONSIBLE EMPLOYEE REPORTING GUIDE

## DID YOU KNOW?

- With limited exceptions, **all** University employees are deemed "Responsible Employees"
- Under state law and UT Southwestern policy (ETH-154 *Sexual Harassment and Sexual Misconduct*), Responsible Employees must report all information concerning any incident the employee reasonably believes constitutes sexual harassment, sexual assault, dating violence, domestic violence, or stalking committed by or against a UT Southwestern student, resident, or employee.
- If a Responsible Employee knowingly fails to report as required by policy, state law requires their employment be terminated.

## WHAT IS SEXUAL HARASSMENT?

For purposes of mandatory employee reporting, sexual harassment means:

- Unwelcome, sex-based verbal or physical conduct that in the employment context unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment; or
- In the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student or trainee's ability to participate in or benefit from educational programs or activities at UT Southwestern.

## EXAMPLES

- A post-doc complains that his colleagues often make "sexist and disparaging" comments about women.
- A student is concerned because a faculty member will not allow her to make up an exam after she was on bed rest for a pregnancy related condition.
- You ask about a staff member's bruised eye and she informs you that her spouse struck her.
- Your best friend at work tells you he is being stalked by another employee, but he does not want it reported.
- A student tells you in "confidence" that he believes he was sexually assaulted at his off campus apartment.

## WHAT TO SAY

- "Thank you for coming forward and sharing your concerns. UTSW takes all such concerns seriously and wants to ensure no one is subjected to any form of sexual misconduct.
- I want to ensure we get you the help and support you may need.
- Texas law requires me to notify the Title IX Office of such concerns so the University can respond and protect you and the entire University community.
- The Title IX Office will maintain the confidentiality of your concern.
- Whether or not you choose to pursue a complaint, please know that UTSW has resources and personnel committed to assist you during this difficult time."

## REMINDERS

When making a report:

- Your role is to report **everything** that you know.
- **Do not** attempt to investigate the concern yourself.
- You must make your report to Title IX **by the end of the next business day**.
- Retaliation against people who voice concerns or participate in investigations is **strictly prohibited** and should be reported.

## RESOURCES

### Confidential counseling for employees:

Employee Assistance Program: 214-648-5330

### For immediate safety concerns or campus escort:

UT Southwestern Police Department: 214-648-5311

### Confidential counseling for students:

Student Wellness and Counseling: 214-645-8680

## HOW TO REPORT A TITLE IX CONCERN



- You can submit a request or make a report online, via email, over the phone, or in person!
- Please note that with very few exceptions, all UT Southwestern employees are **REQUIRED** to report Title IX concerns that they have been made aware of.

To report a Title IX Concern:



Scan the QR Code above, or use any of the options to the left!

### Confidentiality

UT Southwestern has great respect for the sensitive nature of the subject matter covered by this policy and for the privacy of the parties identified in a report or Formal Complaint. In the course of the Formal Grievance Process, UT Southwestern will share information only as necessary with people who need to know, and in compliance with law.