

## RESPONSIBLE EMPLOYEE CHECKLIST

Assisting those who report sexual violence, sexual or gender-based harassment, and domestic or dating violence, or stalking.- ,A150 2413.44 re

Inform the reporting party that you must inform the Title IX Coordinator/Deputy, but you will not inform anyone else.
Please do not investigate. Listen for who (people involved), what (details of the incident), where (location of the incident). Reports should be submitted no matter where the incident took place.
Encourage the reporting party to contact the Title IX/Deputy

## Responses to Avoid

**Do NOT promise confidentiality. If possible, inform reporting parties of confidential resources before they disclose anything to you.**

**As a responsible employee, you must report incidents of which you become aware.**

**Do NOT provide counseling or guidance beyond your training or expertise.**