

# Employee's Duty to Report

## ➔ Title IX Issues

All faculty and staff\* must report to the Office of Equity & Title IX any knowledge of discrimination, sexual harassment, sexual assault, or sexual misconduct that occurred to someone within our community.

*Reminder:* It is important to inform any and all parties of your obligation to report as a responsible employee. If confidentiality is requested, refer them immediately to the Counseling Center.

\*Confidential employees (Licensed Counselors/Psychologist working in the Counseling Center) can maintain confidentiality and will only report if the person who seeks their assistance requests that a report be made or if the employee has a professional or legal obligation to do so.

### WHAT YOU HEAR, SEE, OR READ

- Sexual misconduct
  - Unwanted touching, rape, fondling, dating violence
- Harassment
  - Stalking, sexual harassment, unwanted advances
- Discrimination
  - Any adverse action taken against someone based on their sex or gender. ex: derogatory or sexist remarks

### HOW TO RESPOND

- Listen without judgement
  - Remind them you have a duty to connect to the office of Equity & Title IX
- Safety questions only
  - Do you feel safe on campus?
  - What would help you feel more safe?
- If one's physical safety is an issue, call Public Safety (909) 748-8888

### REFER THE PERSON

- Confidential resources & emotional support
  - Counseling Center (909) 748-8108
- Medical support
  - Timely Care
  - Redlands Community Hospital
  - Dial 911 or text to "911"

### HOW TO REPORT TO THE OFFICE OF EQUITY & TITLE IX

- File a [Title IX Report](#) on the UoR website
- Call the Office of Equity & Title IX (909) 748-8916
- Contact Catherine Calhoun, Director of Equity & Title IX Coordinator (909) 748-8916 or [catherine\\_calhoun@redlands.edu](mailto:catherine_calhoun@redlands.edu)

