

RESPONDING TO DISCLOSURES AS AN A/AO

As a university employee, you may learn of an incident of sexual misconduct, dating/domestic violence, or stalking in your role as an academic or administrative officer (A/AO). How you respond is very important, both for the victim/survivor and for university policy. OSMRC is here to help: call (319) 335-6200 to consult.

Clarify:

As soon as you think you might be hearing about sexual harassment, sexual assault, dating violence, domestic violence, or stalking, let them know about your responsibilities and the limits to your confidentiality.

"I want to make sure you know that there are limits to my confidentiality. I am responsible to share information related to sexual harassment, sexual assault, dating violence, domestic violence, and stalking so that someone can get in touch with you to make sure you know where to turn for help."

"This conversation may feel uncomfortable. I want to acknowledge that, but I will do my best to help you feel safe during this time."

Listen:

Start by believing. Remember what barriers they may have had to overcome to share this information. This isn't the time to press for details.

"Thank you for sharing this information with me and trusting me with it."

"You've been through a lot."

"I'm sorry you had that experience."

"It's not your fault."

Check:

Ask if they have immediate safety concerns. If necessary, contact the Rape Victim Advocacy Program (RVAP), Domestic Violence Intervention Program (DVIP), or Threat Assessment Team (TAT) for help with safety planning.

"Do you have any immediate safety concerns?"

"Do you feel safe at work? At home?"

RVAP:

(319) 335-6000

DVIP:

(800) 373-1043

TAT:

(319) 384-2955

Refer:

Refer them to RVAP or DVIP. Give them a copy of the Resource & Referral Guide.

"Here is the contact information for people who can help you."

"An advocate can support you and help you with any hurdles that may come up in this process."

University of Iowa
RESOURCE AND
REFERRAL GUIDE

Sexual Misconduct,
Dating/Domestic Violence,
and Stalking

Report:

Is the person who shared this information with you a *student* or an *employee*?

Information came from a student:

- 1. Refer them to OSMRC.*
- 2. Notify OSMRC within 2 business days.*

OSMRC:

(319) 335-6200

EOD:

(319) 335-0705

Information came from an employee:

- 1. Tell them what their options are: informal resolution, formal investigation*
- 2. Notify OSMRC or the Office of Equal Opportunity and Diversity (EOD) within 2 business days.*
- 3. Notify the Senior HR Representative on the unit in which the behavior occurred, or, when incidents do not occur within a unit, notify the Senior HR Representative of the accused.*