Responding to a Disclosure

• As a university employee, you may learn of an incident of sexual misconduct, dating/domestic violence, or stalking. How you respond is very important, both for the victim/survivor and for university policy.

• 5 Step Process to Responding (see handout)
  1. Clarify
  2. Listen
  3. Check
  4. Refer
  5. Report
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1. **Clarify:** As soon as you think you might be hearing about sexual misconduct, dating violence, domestic violence, or stalking, let them know about your responsibilities and the limits of your confidentiality.

2. **Listen:** Listen without judging. Remember what barriers they may have had to overcome to share this information. This isn't the time to press for details.

3. **Check:** Ask if they have immediate safety concerns. If necessary, contact the [Rape Victim Advocacy Program (RVAP)](tel:319-335-6000) (319-335-6000), [Domestic Violence Intervention Program (DVIP)](tel:800-373-1043) (800-373-1043), or [Threat Assessment Team (TAT)](tel:319-467-0311) (319-467-0311) for help with safety planning.
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4. **Refer:** Refer them to RVAP or DVIP. Give them a copy of the Resource and Referral Guide.

5. **Report**
   - If the information came from a student:
     - Refer them to OSMRC.
     - Notify OSMRC of the allegation within two business days.
   - If the information came from a non-student employee:
     - Inform them of options available under the sexual harassment policy (i.e., informal resolution or formal investigation).
     - Provide notice of the allegations to OSMRC or the Office of Equal Opportunity and Diversity within two business days.
     - Provide notice of the allegations to the senior human resources leadership representative of the unit in which the alleged behavior occurred or, when incidents do not occur within a unit, notify the senior human resources leadership representative of the accused individual.