



Procedures for Employee and Volunteer Response to Allegations or Incidents of Abuse

As required by mandated reporting laws, employees and volunteers must report any suspected abuse or neglect of a consumer—whether on or off organization property or whether perpetrated by employees, volunteers, or others—to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability if the report was made in good faith and without malice. Title IX, as directed by the Office of Civil Rights (OCR), requires Universities to take appropriate action to investigate allegations of sexual harassment, including sexual assault/violence.

If sexual violence has occurred, the University must take prompt and effective steps to end the sexual violence, prevent its recurrence, and address its effects. Therefore, all employees of the University must report allegations of student on student sexual harassment/assault to the campus Title IX officer, when they have knowledge of said occurrence. In addition to reporting to state authorities, employees and volunteers are required to report any suspected or known abuse of consumer perpetrated by employees or volunteers directly to leadership so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk.

Reports of suspected or known abuse may be made confidentially to the following:

1. Immediate supervisor
2. Directors
3. Administrators

Additional guidelines for employee and volunteer response to incidents or allegations of abuse:

- If you witness abuse, safely interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell you.
- Protect the alleged victim from intimidation, retribution, or further abuse to the extent possible.
- Immediately report the allegation or incident to the proper organization authorities (based on mandatory reporting requirements) and the designated authority.
- Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse according to incident reporting and documentation requirements. State only the facts.
- It is not your job to investigate the incident, but it is your job to report the incident to your supervisor in a timely manner.
- Check back to make sure appropriate steps were taken. If not, report again to your supervisor or the designated organization authority.