



Responsible Employee Card



↑ MAKE A REPORT ↑

Most university employees* including graduate assistants, teaching assistants, and residence assistants are required to report instances of discrimination or sexual misconduct to the Civil Rights/ Title IX coordinator.

**Confidential resources are not required to comply with this policy*

Skylar Mettert

*Associate Vice President for Safety & Wellness
Civil Rights/Title IX Coordinator
Office of Equity & Title IX: Old Main 45
metterts@findlay.edu
419-434-4739*

When do I report?

- If you witness any discrimination or sexual misconduct in the workplace
- If you hear directly from someone who has experienced discrimination or sexual misconduct
- If someone tells you about discrimination or sexual misconduct happening to a student or colleague

Why am I a responsible employee?

- To ensure the individual has access to all available resources and support
- To ensure the individual understands their rights and reporting options
- To enhance campus safety
- To comply with Title IX and Ohio law

What is discrimination?

- Discrimination on the basis of race, color, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, pregnancy, disability, age, religion, medical condition, genetic information, veteran status, marital status, or any other characteristic protected by institutional policy or state, local, or federal law.

What is sexual misconduct?

- Sexual harassment
- Dating and domestic interpersonal violence
- Sexual assault
- Stalking and retaliation

What do I do if an issue is disclosed to me?

Listen and offer support

Listen empathetically, without judgement. As early as possible, let them know you are a responsible employee; if they would prefer it, offer them the opportunity to instead speak with a confidential resource.

Refer to campus resources, such as:

- Office of Equity & Title IX.....419-434-4739
- UF Campus Safety.....419-434-4601
- UF Counseling Services.....419-434-4526
- Cosiano Health Center.....419-434-4550

Report the incident to Equity & Title IX

- Via *Guardian Incident Report Form*

What happens after I report?

The office of Equity & Title IX contacts the person who experienced or disclosed the incident and offers to meet. Title IX will provide information and options. Supportive interim measures and accommodations are reviewed.

Equity & Title IX will help the individual to understand next steps based on their circumstances. This may include filing a formal complaint with the university, reporting to law enforcement, or taking no action.