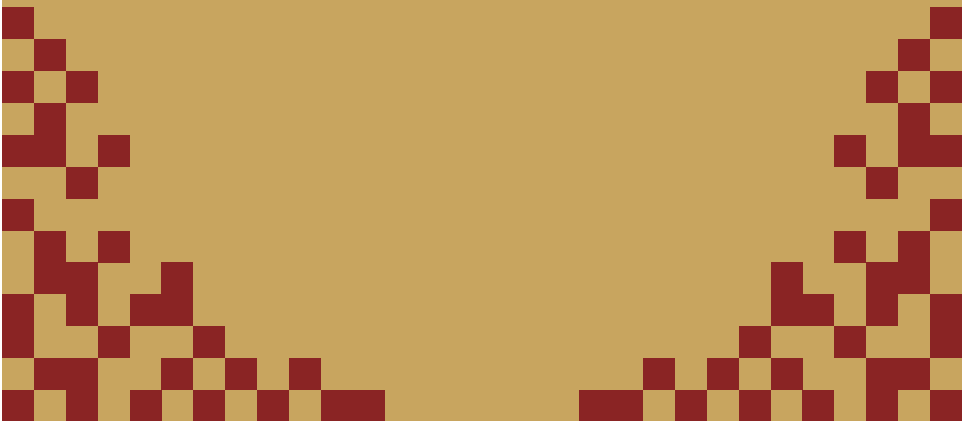




NORWICH
UNIVERSITY®

**Sexual and Gender-Based Misconduct
Reporting Guide for Employees**



UNDERSTANDING TITLE IX

WHAT IS TITLE IX?

Title IX is part of the Education Amendments of 1972 and is enforced by the U.S. Department of Education. This federal law prohibits discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance.

Title IX applies to all participants of such programs, including students, parents and faculty/staff members.

A variety of activities are covered under Title IX, including athletic programs, recruitment, admissions, financial aid, and participation in extracurricular programs and activities. For example, Title IX addresses discrimination situations such as unequal treatment of pregnant and parenting students or unequal pay based on gender.

WHY IS TITLE IX IMPORTANT?

Title IX helps to foster safe and respectful university environments that better protect students, faculty, and staff from incidents of sex-based discrimination and sexual harassment, including sexual violence, relationship violence and abuse.

WHAT ARE THE REQUIREMENTS OF TITLE IX?

The University is obligated to provide a prompt, thorough and equitable investigation of any report of sex-based discrimination, sexual harassment or sexual violence. This obligation remains even in the absence of a formal complaint.

Title IX ensures that both parties in a reported event have equal opportunity to be heard and participate in a grievance process.

The Sexual and Gender-Based Misconduct Policy outlines and defines this investigative and resolution process.

WHY IS TITLE IX RELEVANT TO YOU?

As a mandatory reporter, you must carry out your responsibilities to report all sexual and gender based misconduct, including sexual violence. Sexual violence is often the focus of many requirements and responsibilities that fall under Title IX because it is a very serious form of sexual harassment.

By fulfilling these responsibilities, you assist the University in complying with legal requirements and help the University maintain its commitment to fostering a secure, equitable and inclusive community.

KNOW YOUR RESPONSIBILITIES UNDER TITLE IX

WHO HAS RESPONSIBILITIES UNDER TITLE IX?

Non-confidential employees are deemed Mandatory Reporters for purposes of the Sexual and Gender-Based Misconduct Policy. Mandatory Reporters include any administrator, supervisor, faculty member, who does not have a statutory privilege of confidentiality by law, or who has not otherwise been designated as a Confidential Support Resource.

Non-confidential faculty or staff Mandatory Reporters who learn of an incident of sexual or gender based misconduct involving a student or employee are required to report that information to the Title IX Coordinator as soon as possible.

WHAT IS THE PURPOSE OF A MANDATORY REPORTER?

Through your knowledge and application of University policy and state laws, you play an important role in:

- Protecting students, faculty and staff from incidents of sexual violence.
- Supporting sexual assault survivors.
- Helping the University maintain a safe environment by striving to eliminate, prevent, and address discrimination on the basis of sex, including sexual violence.

WHAT ARE YOU REQUIRED TO REPORT?

Sexual and gender-based misconduct includes a wide array of behaviors – if you are unsure if something should be reported, please err on the side of caution and report! For a full description of all prohibited behavior, please visit www.Norwich.edu/title-ix and review the Sexual and Gender Based Misconduct Policy.

RESPONDING TO AND REPORTING A DISCLOSURE

HOW SHOULD YOU RESPOND TO SOMEONE DISCLOSING SEXUAL MISCONDUCT TO YOU?

If you are a mandatory reporter and someone informs you of an offense that falls under Sexual and Gender-Based Misconduct Policy, please follow these steps:

Ensure your safety and the safety of the reporter/victim. In an emergency or situation of imminent danger, call Public Safety or 911 immediately.

If possible, inform the reporting party of your status as a Mandatory Reporter prior to their disclosure and that you are required to report the incident to the Title IX Office, even if the victim chooses not to press charges or file a report with law enforcement. Do not do so in a way that may discourage the reporting party from making a report. If they have not disclosed anything to you, talk with them about confidential resources available to them so that they can make the most informed decision as to who they share information with.

If the person decides to report to you, listen carefully without prompting for more details or information. Do not investigate. Listen and be supportive.

Avoid investigative questions like “what happened?” and instead ask questions focused on the reporter, like “what do you need?” and “what can I do to help?”

Inform them that you will be reporting the information they provide to the Title IX Coordinator, and that the Coordinator will be reaching out to them in regards to the report. Additionally, you can offer to bring them directly to the Title IX Office. If the person is in a state of emotional crisis, you can also offer to walk with them to the Counseling and Wellness Center.

HOW TO REPORT?

Reports of misconduct should be made in one of the following ways:

1. Using the online reporting form at www.Norwich.edu/title-ix
2. By contacting the Title IX Coordinator directly at
(802) 485-2144 or dslauzis@Norwich.edu

When you report on behalf of someone else (i.e., the misconduct you are reporting did not happen to you), the Title IX Office is not able to share any information with you about specifics of the case. This is to protect the rights of those involved. However, the Title IX Office can go over the general process with you so that you know generally what will happen next after a report is made.

Once someone has reported, or you have reported on their behalf, you have both engaged in a protected activity. If someone retaliates against you or someone else for reporting or otherwise participating in an investigation and resolution process with the Title IX Office, they could be found responsible for retaliation under the Sexual and Gender-Based Misconduct Policy, which has sanctions up to expulsion/termination.

CONFIDENTIAL RESOURCES

A confidential resource does not need to report sexual misconduct to the Title IX Coordinator, and will only share the information disclosed to them at the permission of the reporter. A confidential resource can help someone who reports being the victim of sexual harassment access supportive resources, and make decisions around reporting.

Counseling and Wellness Center

(802) 485-2134 • info@circlevt.org

Health Center

(802) 485-2552 • cwc@norwich.edu

Mosaic (Sexual Assault Crisis Team)

(802) 479-5577 • info@mosaic-vt.org

Circle (Local Intimate Partner Violence Crisis Team)

(877) 543-9498 • info@circlevt.org

Rev. Wick

(802) 485-2128 • wwick@norwich.edu

WHAT HAPPENS TO THE PERSON WHO IS ALLEGED TO HAVE ENGAGED IN SEXUAL MISCONDUCT?

People who are alleged to have violated Norwich's Sexual and Gender-Based Misconduct Policy have the right to a prompt, fair, and impartial investigation and resolution. This includes being made aware of the details of the allegations prior to a meeting with a trained investigator, and getting the chance to meaningfully respond to those allegations. Investigations conducted by the Title IX Office seek to collect all relevant evidence – which includes both evidence that indicates a policy violation occurred and evidence that indicates that University policy was not violated. To see the full set of rights provided to all parties in an investigation, please review the Sexual and Gender-Based Misconduct Policy at www.norwich.edu/title-ix.

HELPFUL TIPS

If in doubt as to whether an incident needs to be reported, report it. There is no such thing as over-reporting!

- Do not promise confidentiality.
- Do not attempt resolution on your own.

WANT TO GET MORE INVOLVED

Consider becoming a Title IX Advisor! From ensuring that an advisee is getting the supportive measures they need, to helping them have a voice in the process, an advisor plays a pivotal role in making a Title IX resolution accessible and fair. Title IX Advisors are not required to advise, and can always elect not to advise a student who requests their help if the advisor feels that the request brings up a conflict of interest or if the advisor is not comfortable advising on that particular case. If you are interested, please reach out to the Title IX Coordinator.

