



## ***Addressing Sexual Misconduct The Butler Way: Employee Reporting Expectations***

### **Who is expected to report?**

The University is committed to protecting the safety of Complainants and the campus community, and to making Complainants aware of their rights, options, and resources. Therefore, it is the University's expectation that **all employees**, except those designated as confidential employees, report to the Title IX Coordinator when they become aware of sexual misconduct. ***This includes student employees.***

### **What must be reported?**

**Any incident of sexual misconduct**, regardless of when or where the misconduct took place or who is alleged to have engaged in the misconduct. Sexual misconduct includes: sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking.

### **How should employees respond to a disclosure?**

Response to a disclosure can have a significant impact on an individual who has experienced sexual misconduct. Tips for appropriate response include:

- Ensure that the individual is safe. If anyone is in immediate danger, call BUPD as soon as possible.
- Listen without judgment.
- Allow the individual to share as much or as little as they wish.
- Encourage the individual to seek resources and to consider making a report. Avoid directives such as “You must go to the hospital” or “You really need to report this to the police.”
- Explain you are expected to report to the University. Be clear that while you cannot offer absolute confidentiality, the information they have shared will be kept as private as possible, and only provided to those individuals at the University who have a legitimate need to know.

After ending the conversation with the individual, submit a report to the University **as soon as possible**. The online report form can be accessed at [www.butler.edu/sexual-misconduct](http://www.butler.edu/sexual-misconduct).

### **Who are confidential resources?**

If an individual wishes to speak to someone confidentially, there are several resources available on campus. The following resources are designated as confidential, and therefore not expected to report to the University when made aware of sexual misconduct:

- The Sexual Assault Response and Prevention Specialist (SARP Specialist): 317-910-5572; HRC 101; <https://www.butler.edu/sarp/advocacy>.
- Counseling and Consultation Services: 317-940-9385; HRC 120; <https://www.butler.edu/counseling-services>
- Health Services: (317) 940-9385; HRC 110; <https://www.butler.edu/health-services>
- Pastoral care at the Center for Faith & Vocation: (317) 940-8252; Blue House; <https://www.butler.edu/cfv>

***For more information, please visit [www.butler.edu/sexual-misconduct/employees](http://www.butler.edu/sexual-misconduct/employees)***