



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

## **Who has reporting obligations?**

Most University employees, *including student employees*, have an obligation to report to the University when they're made aware of an incident of sexual misconduct. These individuals are referred to as "**responsible employees**." Responsible employees at Butler include:

- Those who offer course instruction, whether in person or online, including full-time and part-time faculty, adjuncts, and Teaching Assistants
- Advisors
- Coaches and athletics staff who interact with students
- Student Affairs staff members, except those in Counseling and Consultation Services and Health Services and the Sexual Assault Response and Prevention Specialist (SARPS)
- Residence Life staff members, including Resident Assistants
- Those who work in offices or areas that interface with students

## **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:

- Sex- and gender-based discrimination and harassment
- Sexual harassment
- Sexual assault
- Sexual exploitation
- Dating violence
- Domestic violence
- Stalking

## **How should responsible 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 your obligation 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).

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