

	UNIVERSITY OF DENVER POLICY MANUAL REPORTING BY UNIVERSITY EMPLOYEES OF DISCLOSURES RELATING TO DISCRIMINATION AND HARASSMENT POLICY	
<p>Responsible Department: Office of Equal Opportunity & Title IX, Student Affairs & Inclusive Excellence, and Human Resources & Inclusive Community</p> <p>Recommended By: Provost, VC for Student Affairs, VC of Human Resources, and AVC for Equal Opportunity & Title IX</p> <p>Approved By: Chancellor</p>	<p>Policy Number EOIX 3.10.011</p>	<p>Effective Date 8/15/2022</p>

I. INTRODUCTION

Consistent with Title IX of the Education Amendments of 1972 (Title IX) and other applicable federal law, this Reporting Policy outlines: (1) the options available to students and employees to report “Prohibited Conduct,” (as defined in [University Policy 3.10.010 – Discrimination and Harassment](#)), to University employees, and (2) the obligations of University employees to respond to such disclosures, including the responsibilities of certain University employees, called “Responsible Employees,” to report such disclosures to the University’s Office of Equal Opportunity & Title IX (EOIX).

All University employees, including student employees, must complete training upon hire and every two years regarding their responsibilities pursuant to this Policy, including how to respond to disclosures of alleged Prohibited Conduct.

II. POLICY OVERVIEW

The University requires employees who have witnessed or may otherwise have knowledge of Prohibited Conduct to report such conduct to the University unless such employees qualify as Confidential Employees as described below.

The University strongly encourages students who have experienced, witnessed or may otherwise have knowledge of Prohibited Conduct to report such conduct to the University and/or to seek assistance from confidential resources at the University or in the local community. The University also strongly encourages employees who have experienced Prohibited Conduct to report such conduct to the University and/or seek assistance from confidential resources at the University or in the local community.

Serve as a resource for Responsible Employees regarding the responsibilities with respect to reporting alleged Prohibited Conduct.

c. Supportive Measures and Other Services

Confidential Employees may provide information to students, faculty, and staff where appropriate about how to obtain necessary health services, including mental health services and survivor advocacy services at the University and in the local community. The University provides detailed information about where students and employees may access such services at <http://www.du.edu/sexualassault>.

Students, faculty, and staff may also ask Confidential

Information disclosed to a Responsible Employee must be treated with discretion and shared only with University employees with a “need to know” (e.g., to assist in providing supportive measures to the Complainant, conduct a health and safety risk assessment, or resolve the report in the event a Formal Complaint is filed or other resolution is pursued).

Disclosures made under the following circumstances are not subject to mandatory reporting requirements:

- (1) in the context of “Public Awareness Events” (e.g., “Take Back the Night,” candlelight vigils, protests, “survivor speak outs,” or other public fora in which students may disclose incidents of Prohibited Conduct),
- (2) during an individual’s participation as a subject in an Institutional Review Board-Approved human subjects protocol (“IRB Research”); or
- (3) to a Confidential Employee.

b. University Actions Following Receipt of a Report

Upon receipt of a report of alleged Prohibited Conduct, the Associate Vice Chancellor for Equal Opportunity & Title IX/Title IX Coordinator or designee must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant’s wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures, and explain the resolution options and applicable process of resolution.

c. External Reporting of Prohibited Conduct

A Responsible Employee should not disclose information to law enforcement without the Complainant’s consent except: (1) where there is an immediate risk to the safety, health or wellbeing of members of the University community; (2) where an incident has already been reported to law enforcement; or (3) as otherwise required by law. If law enforcement contacts a Responsible Employee requesting information from law enforcement, the Responsible Employee should refer law enforcement officers

performing the duties of that professional role.

D.

