

## YOUR RESPONSIBILITY

In your role as an Auburn University employee, a student or colleague may disclose to you that they were impacted by sexual misconduct. All employees are required to report an incidence of sexual misconduct to the Office of Equal Opportunity Compliance (EOC), except those explicitly serving in a confidential role.

This guide details your obligations as a mandatory reporter and will help you to appropriately respond to and support someone who has experienced sexual misconduct.

## CAMPUS RESOURCES

### Confidential

#### AUBURN UNIVERSITY MEDICAL CLINIC

334-844-4416

Performs Sexual Assault Nurse Examiner (SANE) Exams

[auburn.edu/aumc](http://auburn.edu/aumc)

#### EMPLOYEE ASSISTANCE PROGRAM

800-925-5327

#### SAFE HARBOR

334-844-7233

[safeharbor@auburn.edu](mailto:safeharbor@auburn.edu)

[auburn.edu/safeharbor](http://auburn.edu/safeharbor)

#### STUDENT COUNSELING & PSYCHOLOGICAL SERVICES

334-844-5123

[auburn.edu/scps](http://auburn.edu/scps)

### Non-Confidential

#### CAMPUS SAFETY AND SECURITY

334-844-8888

[campussafety@auburn.edu](mailto:campussafety@auburn.edu)

[auburn.edu/campussafety](http://auburn.edu/campussafety)

#### OFFICE OF EQUAL OPPORTUNITY COMPLIANCE

334-844-4794

[eoc@auburn.edu](mailto:eoc@auburn.edu)

[aub.ie/eoc](http://aub.ie/eoc)



AUBURN CARES &  
OFFICE OF EQUAL OPPORTUNITY COMPLIANCE



## FACULTY & STAFF GUIDE TO

# Responding to Disclosures of Sexual Misconduct



AUBURN CARES &  
OFFICE OF EQUAL OPPORTUNITY COMPLIANCE

## RECOGNIZE, RESPOND, REFER

### Recognize

In our roles as university faculty and staff, a person may share that they experienced sexual misconduct. When we use the term “sexual misconduct,” we refer to a broad spectrum of behaviors, including sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

When someone discloses they experienced sexual misconduct, they are letting you know that they trust you. Sometimes, a person may not tell you about their experience, but you may notice subtle changes in their behavior, work performance, or academics that suggest something is wrong.

Some warning signs for sexual or relationship violence to recognize include signs of depression, such as lack of energy, withdrawing from normal activities, and changes in sleep or appetite. Other signs to be aware of include self-harming behaviors, feelings of shame/guilt, angry outbursts, suicidal thoughts or actions, avoiding specific situations or places, failing grades or withdrawing from classes, and/or an increase in drug or alcohol use.



### Respond

When someone discloses that they have experienced sexual or relationship violence, the most important thing you can do is listen and show your compassion and concern.

If possible, before a disclosure of sexual misconduct, reveal that you are not a confidential resource. If you believe a student or employee is about to tell you about an incident of sexual misconduct, empower the individual by explaining your reporting duties before they make the disclosure. If the individual wants to talk to someone WITHOUT any information being reported to the Office of Equal Opportunity Compliance (EOC), refer them to the confidential resources on the back of this brochure, such as Safe Harbor or Student Counseling & Psychological Services.

Here is an example of how to explain your responsibilities as a mandatory reporter:

*“Before you tell me more, I want to let you know that I am here to help. However, if I become aware of sexual misconduct involving an Auburn student or employee, I must inform our Office of Equal Opportunity Compliance (EOC) about this incident so they can take steps to ensure your safety and the safety of our community. If you prefer to talk with someone confidential, I can help you connect with Safe Harbor or Student Counseling.”*

If they choose to disclose to you, listen with empathy and do not judge them. Here are some supportive responses:

- “I am so sorry.”
- “What happened wasn’t your fault.”
- “How can I support you?”

These responses help people to heal and let them know they are not alone. It is essential that you do not ask questions or try to investigate the incident. Your role is also not to provide counseling or solve the problem for the person who has experienced sexual misconduct. Instead, listen and refer them to the appropriate resources.

### Refer

You must report disclosures of sexual misconduct to the EOC Office within 24 hours. You can submit this report online at [aub.ie/report](https://aub.ie/report). You can also contact the EOC Office directly to make a report.

After making your report, you do not need to take further action to report this incident, but you may be contacted with questions for follow-up information. After you submit this report, the EOC Office will contact the individual via email to discuss resources and reporting options. Sometimes, someone sharing an experience may say they have already notified the EOC Office or were planning to notify them. You are still required to notify the EOC Office.

Individuals who have experienced a sexual or physical assault should be encouraged to seek medical care. Safe Harbor advocates are available to connect individuals with proper medical care. Individuals who want to report a crime or are in immediate danger should contact the police.

## AUBURN UNIVERSITY POLICIES

### What is sexual misconduct?

The term sexual misconduct describes a broad range of behavior that includes but is not limited to, sexual harassment, sexual assault, non-consensual sexual contact, sexual exploitation, intimate partner violence (domestic and dating violence), and stalking.

### What internal policies define sexual misconduct?

The Auburn University Title IX Sexual Harassment Policy and the Policy Against Discrimination and Harassment define and describe prohibited sexual conduct and establish procedural mechanisms for providing an investigation and resolution of complaints of sexual misconduct.

### A student or employee just reported sexual misconduct to me. Do I have to report that to someone?

It depends. If you are a mandatory reporter (see below), then yes. All mandatory reporters must report sexual misconduct to the EOC Office. The only exceptions to reporting for mandatory reporters are disclosures of sexual misconduct made at public awareness events, during an individual’s participation in an Institutional Review Board-approved human subjects research protocol, and in academic assignments.

### Who is considered a mandatory reporter?

Alabama law states that the only confidential employees are medical and clinical health care providers, mental health providers, licensed professional counselors, and ordained clergy. All other university faculty and staff are mandatory reporters.

### Where do I report sexual misconduct?

Reports of sexual misconduct can be reported to the EOC Office at [aub.ie/report](https://aub.ie/report).

### What confidential resources exist for students and employees impacted by sexual misconduct?

Safe Harbor provides confidential support for students and employees impacted by sexual misconduct, including safety planning, help navigating reporting options, academic assistance, medical advocacy, and making referrals. Contact Safe Harbor 24/7 by calling 334-844-7233 or make a referral online at [aub.ie/saferefer](https://aub.ie/saferefer). Student Counseling & Psychological Services is available for students who need counseling services, and their number is 334-844-5123. The Employee Assistance Program provides counseling and referrals for full-time, benefit-eligible employees, and their number is 800-925-5327.