

## What is a Responsible Employee and Why do they Matter?

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Responsible employees have a duty to respond to and promptly report incidents of sex discrimination and sexual misconduct.

CWU is committed to fostering a community of caring and belonging—one way we commit to that is by having our employees assist anyone who discloses an experience with sexual misconduct.



**CWU employees are Responsive and Knowledgeable—**

**It's the Wildcat Way!**

## What is Sexual Misconduct?

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**At CWU, all forms of sexual misconduct are prohibited.**

**Sexual misconduct is a broad term that includes acts of:**

- Sexual violence/assault
- Sexual harassment
- Sexual exploitation
- Dating violence
- Domestic violence
- Stalking

*For additional information and detailed definitions of prohibited sexual misconduct for University community members, please refer to the Title IX Grievance Procedure (CWUR 3-45-061), Sexual Harassment Policy (CWUP 2-35-050), CWU Student Conduct Code (WAC 106-125), and Domestic Violence and the Workplace Policy (CWUP 2-30-040).*

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## Civil Rights Compliance

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## Sexual Misconduct and Title IX



# RESPONSIBLE EMPLOYEES



[cwu.edu/civil-rights-compliance](http://cwu.edu/civil-rights-compliance)

## Who is a Responsible Employee?

Unless specifically designated as a confidential resources, all CWU professional staff and faculty, as well as designated student employees, are responsible employees.

### Responsible Employees are expected to:

- Promptly report sexual misconduct
- Report all information disclosed
- Respect student and employee privacy
- Be transparent about having to report
- **DO NOT** investigate what is disclosed

### Where to Report Disclosures

- Online Concern and Support Form
- Directly to Title IX Coordinator

### When to Report Disclosures

As soon as possible—ideally within 24 hours of receiving a disclosure

### What to Include (if known)

- Names of those involved
- When and where the incident occurred
- Any details of the incident

# How to Respond to a Sexual Misconduct Disclosure

## Be Transparent

- Share that you have to report what was disclosed
- Note that the Title IX Coordinator will reach out to the person who made the disclosure
- Emphasize that responding to or engaging with the Title IX Coordinator is optional

## Be Supportive

- Do not press them for more information than they are willing to share
- Avoid “why” questions
- Demonstrate active listening and be aware of how you are communicating non-verbally

## Ask How to Help

- Ask them about their immediate needs and safety
- Don't make assumptions about the person, their needs, or their situation
- Ask them if any additional information, on-campus or off-campus resources, or other form of support would be helpful



For more information about being a Responsible Employee, visit the Civil Rights Compliance website.



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