



## Employee Reporting Responsibilities: Title IX & Sex Discrimination

### Xavier's Title IX and Sex Discrimination Policies

- **ADDRESS** sexual harassment, sexual violence, intimate partner violence, stalking, discrimination and harassment based on sex, gender identity, sexual orientation, status as pregnant or parenting
- **PROTECT** students, employees, visitors of all sexes, gender identities, sexual orientations
- **ENSURE** Xavier has an internal complaint resolution process in place to determine whether an individual has violated these policies

### Employee Reporting Responsibility Policy

So that Xavier can effectively respond to these issues, support impacted individuals, and comply with Title IX, most employees<sup>1</sup> are required to report knowledge of these issues to the Title IX Office. The purpose of this policy is to promote individuals feeling supported and to provide the best opportunity for those impacted to make informed decisions that are right for them.

Employees with this reporting responsibility must:

- **SHARE PROACTIVELY**
  - Your reporting obligation and its purpose
  - **Confidential Resources (those who do not have a reporting responsibility):** If an individual is unsure what they want to do or want to learn more about their rights, options, and resources, they can speak with a confidential resource, including:
    - Xavier's Campus Advocacy Coordinator 513- 904-9013; [www.xavier.edu/advocate](http://www.xavier.edu/advocate)
    - Counselors at Health and Counseling Services and Psychological Services
- **BEFORE DISCLOSURE**
  - Acknowledge the individual's experience and emphasize your support
  - Inform them that to best support them and Xavier's efforts to address these issues, you are required to share all information received with the Title IX Office, so that they can receive comprehensive information on their rights, options, and resources
  - Connect to information on reporting and support resources
- **FOLLOWING DISCLOSURE**
  - Report all information to the Title IX Office within 24 hours

### RESPONSE TIPS

- Listen without judging
- Understand the impact of your words & actions
- Support and report- DO NOT investigate or handle on your own
- Do not pressure an individual to take particular actions (e.g. report to police, tell parent)
- Get support from the Title IX Office

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<sup>1</sup> The only employees who do not have this reporting responsibility are those with professional licensure (i.e. mental health counselor, physician, attorney, clergy) that protects communication with students. The communication must be while the employee is in their professional capacity for confidentiality protection to attach.