

# Responsible Employee

**Oregon State University** policy on responding to disclosures of sexual harassment, sexual violence, dating violence, domestic violence, and stalking:

“All Oregon State University employees\* must consult with the University Title IX Coordinator, Kim Kirkland, or her designee in the Office of Equal Opportunity and Access (EOA) when they are made aware or have reason to believe that a violation of the university policy prohibiting sexual harassment has occurred.”\*\*

## Guidance on Responding to Disclosures

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You should **INFORM** survivors as soon as possible that you will do what you can to respect their privacy, but let them know that you have a limited ability to ensure full confidentiality because you are an OSU employee.

For example, *“It sounds like you are about to share something important. Before you continue, I would like to let you know the limits my confidentiality. I may need to report certain information to the Office of Equal Opportunity and Access in certain cases, and provide identifying information regarding what you have shared. How can I support you?”*

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Follow Consultation Procedures for Non-Emergency & Emergency Disclosures and Incidents

### Required Consultation Procedures (Non-Emergency)

<p><b>Who Must Consult?</b></p> 	<p>All OSU employees* are “Responsible Employees” and must contact the University Title IX Coordinator, Kim Kirkland, or her designee in EOA on disclosures of any form of sexual harassment, including sexual/dating/domestic violence and stalking.</p>
<p><b>When?</b></p> 	<p>Promptly after you have information about or reason to believe any form of sexual harassment is/has been experienced or perpetrated by an OSU student/staff/or faculty (at any time or place); occurred on OSU property; or occurred during an OSU activity.</p>
<p><b>How?</b></p> 	<p>Immediately contact the University Title IX Coordinator or EOA via the <a href="#">online reporting tool</a>, by e-mail at <a href="mailto:equal.opportunity@oregonstate.edu">equal.opportunity@oregonstate.edu</a>, or by phone at 541-737-3556. EOA will consult with you to determine next reasonable steps.</p>

### Immediate Threat/Emergency Response

If you witness violence, perceive imminent harm to an individual or community, or if your own safety is at risk contact:

- On Corvallis Campus: The Department of Public Safety/Oregon State Police at 541-737-7000, or 911
- All other locations, including OSU-Cascades: 911

Then, immediately contact the University Title IX Coordinator or EOA via the [online reporting tool](#), by e-mail at [equal.opportunity@oregonstate.edu](mailto:equal.opportunity@oregonstate.edu), or by phone at 541-737-3556. EOA will consult with you to determine next reasonable steps.

\* Exemptions from reporting exist only for employees who serve in a professional role in which communication is privileged as recognized by the university.

\*\* For more information about university policy, federal or state law related to sex discrimination, please contact EOA