

# UND IS HERE FOR YOU



## Faculty/staff reference guide to support students and coworkers who have experienced discrimination, harassment, or sexual misconduct

Faculty and staff are in a unique position to support and assist those who report discrimination, harassment, or sexual misconduct, including sexual harassment, sexual assault, relationship violence, and stalking. Below is information to guide you in responding to and supporting someone who confides in you.

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### LISTEN

#### What should I do?

- Your job is to listen openly and be supportive, not to investigate.
  - Don't ask judgmental questions or tell them what to do or how to feel.
  - Don't allow myths to affect how you perceive the survivor.
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### SUPPORT

#### What should I say?

- "I appreciate your coming to me for support. I want to make you aware of my role's limitations. As an employee, I must share information about any incident of sexual misconduct with the Title IX Coordinator. We do that to make sure you get all the information you need so you can make choices about how you want to proceed. You won't be required to make a complaint if you don't want to. I can't keep this confidential, but I will keep it private."
  - Encourage the person to seek support services and learn about their options. Confidential support resources, as well as other campus resources, can be found at [campus.UND.edu/equal-opportunity/title-ix-resources](https://campus.UND.edu/equal-opportunity/title-ix-resources).
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### REPORT

#### Who should I contact?

- Most UND employees are required to report all incidents to the Title IX Coordinator or a Deputy Coordinator via phone, email, in person, or on-line at [campus.UND.edu/equal-opportunity/incident-report](https://campus.UND.edu/equal-opportunity/incident-report).
- Share all the relevant details, including name, date, time, or location of the incident, if known, and the names of anyone identified by the survivor, such as the accused or witnesses.
- Survivors of crimes such as sexual assault, stalking, domestic or dating violence may choose whether to report the crime to law enforcement. Do not try to force them to call law enforcement, but you can help them call if they choose to do so.

IF THE PERSON IS IN IMMEDIATE DANGER, CALL 911.

## ADDITIONAL TIPS

### What to say to a survivor:

- I'm sorry this happened to you.
- It wasn't your fault.
- Thank you for trusting me with this information.
- I'm always here if you want to talk.
- Can I help you get connected to resources?

### What NEVER to say to a survivor:

- You could have avoided it had you \_\_\_\_\_.
- Get over it! You need to move on.
- What did you think would happen when you drank so much/went home with them/etc.?
- What's the big deal? It happens to lots of people.
- I don't believe you/No one will believe you.
- Are you sure you didn't misunderstand?

### When do I need to contact the Equal Opportunity & Title IX Office?

Most UND employees are required to share information about potential or suspected discrimination, harassment, sexual harassment, or sexual violence against students, whether it occurred on- or off-campus.

All supervisors and/or managers are required to share information about potential or suspected sexual harassment or violence occurring in the workplace.

It is essential that we get information about these incidents to the professionals on campus who are trained to help. UND's foremost concern is getting support and information to our students and employees so they can make informed choices about how to proceed.

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More information and printable resource guides for students are available at [campus.UND.edu/equal-opportunity](https://campus.UND.edu/equal-opportunity)

### Equal Opportunity & Title IX

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