

Student Development outlined this protocol to ensure that staff members are clear regarding **University expectations** related to supporting students who report experiencing discriminatory harassment, including a bias-related incident or hate crime, whether reported by an individual or witnessed.

**The University has adopted a policy that defines ALL staff members as mandatory reporters EXCEPT doctors, counselors, and ordained members of the clergy acting in that capacity.** As a mandatory reporter, if you become aware of possible discrimination, including harassment, you must inform the University within 24 hours by contacting the Equity Compliance Officer or one of the Deputy Title IX Coordinators. Reporting is required regardless of whether the discrimination involves students, faculty, staff, or visitors to the University. You must provide your name when making a report as a mandatory reporter.

## University of Dayton Discrimination and Anti-Harassment Policy

- ◆ **Discriminatory Harassment:** Harassment based upon an individual's actual or perceived membership in a protected class. Harassing conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating.
- ◆ **Protected class:** Means age, race, color, creed, religion, ancestry, national or ethnic origin, sex/gender, sexual orientation, disability, genetic information, military status, veteran status, familial status or any other protected category under applicable local, state or federal law, ordinance or regulation.

## After learning about a bias-related incident, staff should:

- ◆ **Discuss what happened** – listen and be supportive. Always ask the victim or witness if he or she wishes you to share his or her name with the University. In speaking with a victim or witness, you **SHOULD NOT** promise confidentiality. Staff members do not have a special privilege or ability to maintain the confidentiality of reports shared with them. If someone begins to discuss an incident of discrimination, you might want to say something like the following:

*I appreciate your willingness to share this information with me. Please know that I am here to help in any way that I can. If you would like to file a formal complaint with the University, I will help you connect with [the appropriate Designated Reporting Office], so that it can begin investigating this matter. It is important that you understand that I cannot promise to keep what you share confidential. If you are still comfortable speaking with me, I am here to listen. If not, please let me help you connect with one of the University's confidential resources [Health Center (9-3131)/Counseling Center (9-3141)/Campus Ministry (9-3339)]. Please know that the University takes this matter seriously and wants to help.*

- ◆ **Call Public Safety, if appropriate.** For example, Public Safety **should be** called when there is an issue concerning student safety and if a student indicates that he/she would like for the Police to be called. Public Safety can also assist in documenting an incident and with an investigation (as appropriate). Public Safety reports will be shared with the Dean of Students Office for appropriate follow-up.
- ◆ **Report the Incident:** Staff should ask the student if he/she would like to **submit a complaint** via the Nondiscrimination and Anti-Harassment Complaint Policy or an **anonymous incident report**. The appropriate forms can be found here: [go.udayton.edu/nondiscrimination](http://go.udayton.edu/nondiscrimination). Students should be told that if they opt to file an anonymous incident report, it may limit what, if anything, the University can do to remedy the situation, but such reports still have great value in terms of keeping the University informed of possible discrimination. Staff can offer to assist a student in completing the complaint or online incident form or can connect the individual with another staff person who can provide assistance.
  - You may report in person, by email, by phone, or by using the Harassment and Discrimination Incident Report Form ([go.udayton.edu/nondiscrimination](http://go.udayton.edu/nondiscrimination)). The Dean of Students also serves as a Deputy Title IX Coordinator, so you may satisfy this requirement by reporting the incident to the Dean of Students Office (937-229-1212; Gosiger Hall). When you report, you may be able to initially withhold personally identifiable information (the name of the victim, the name of the accused individual, and other identifying details about witnesses, location, etc.), in cases where the alleged victim is hesitant to have a formal report made. Subsequently, campus officials may need additional information from you. Your job is to cooperate fully with campus officials, providing any information/details requested.
  - Staff do not need to determine whether an incident merits reporting. When an incident is reported, the recipients of the report will assess the situation and determine the necessary follow-up.
- ◆ **Consult with your supervisor** regarding additional reporting and response expectations.