

Responding to a Disclosure

- As a university employee, you may learn of an incident of sexual misconduct, dating/domestic violence, or stalking. How you respond is very important, both for the victim/survivor and for university policy.
- 5 Step Process to Responding ([see handout](#))
 1. Clarify
 2. Listen
 3. Check
 4. Refer
 5. Report

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- 1. Clarify:** As soon as you think you might be hearing about sexual misconduct, dating violence, domestic violence, or stalking, let them know about your responsibilities and the limits of your confidentiality.
- 2. Listen:** Listen without judging. Remember what barriers they may have had to overcome to share this information. This isn't the time to press for details.
- 3. Check:** Ask if they have immediate safety concerns. If necessary, contact the [Rape Victim Advocacy Program \(RVAP\)](#) (319-335-6000), [Domestic Violence Intervention Program \(DVIP\)](#) (800-373-1043), or [Threat Assessment Team \(TAT\)](#) (319-467-0311) for help with safety planning.

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4. **Refer:** Refer them to RVAP or DVIP. Give them a copy of the [Resource and Referral Guide](#).

5. Report

- If the information came from a student:
 - Refer them to OSMRC.
 - Notify OSMRC of the allegation within two business days.
- If the information came from a non-student employee:
 - Inform them of options available under the sexual harassment policy (i.e., informal resolution or formal investigation).
 - Provide notice of the allegations to OSMRC or the [Office of Equal Opportunity and Diversity](#) within two business days.
 - Provide notice of the allegations to the senior human resources leadership representative of the unit in which the alleged behavior occurred or, when incidents do not occur within a unit, notify the senior human resources leadership representative of the accused individual.