



A Guide for Responsible Employees

Responding to sexual misconduct, sexual harassment, dating and/or domestic violence and stalking

Understanding Key Terms

<p>Sexual Misconduct includes rape, sexual assault, sexual battery, sexual exploitation, sexual coercion, and any other form of non-consensual sexual activity (including when an individual is not in a condition to give legal consent).</p>	<p>Sexual Harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.</p>	<p>Relationship Violence refers to domestic and dating violence, both of which include emotional, verbal and economic abuse in addition to physical abuse.</p>	<p>Stalking is repeatedly following, harassing, threatening or intimidating another individual using such methods including, but not limited to, telephone, mail, email and/or social media.</p>
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Who is a Responsible Employee?

A responsible employee is someone a student or University employee could reasonably believe has the authority to respond to a report of sexual misconduct. **Most University employees are classified as “responsible employees.”** Responsible employees have a duty to report any type of sexual misconduct, harassment, relationship violence or stalking to the Title IX Office.

What Employees are Confidential?

The only University employees who are considered confidential are professional counselors and pastoral counselors, who are employed by the University to work in this capacity.

What should you do when faced with an allegation that a member of the University community has been a victim of sexual misconduct or violence?

1	As a responsible employee, you are required to promptly contact the University’s Title IX Office (412-648-7860). If you believe there is a risk of imminent harm to someone, you should also contact the University Police Department (412-624-2121).
2	Early in the conversation with the victim, explain that you are obligated to report the incident to the Title IX Office and that you cannot maintain complete confidentiality. Do not guarantee that the University will be able to honor a person’s request for confidentiality.
3	If the victim wants to talk with someone who can maintain complete confidentiality, direct the victim to confidential resources such as the University Counseling Center (412-648-7930).
4	If the victim proceeds, listen empathetically. Encourage, but do not pressure, the person to seek help, counseling or medical assistance if appropriate, and/or to contact the Student Conduct Office, the Title IX Office or Human Resources.
5	Ask about any immediate needs of the victim. Share resources with the person (see page two).
6	After the victim leaves, call the Title IX Coordinator (412-648-7860). A Title IX staff member will ask you for all relevant information regarding the incident. Relevant information includes: the name of the student who experienced sexual misconduct, the name(s) of the alleged perpetrator(s), what occurred, date, time and location.
7	Contact/inform your immediate supervisor, director or dean. In most cases, it is not necessary to provide the names of the people involved to your supervisor.
8	Do not try to mediate or resolve the issue yourself.
9	Keep the information as confidential as possible.

For more tips on how respond to disclosures, visit: <http://www.share.pitt.edu/faculty-staff-guide>



Campus and Community Support Resources

University Support Resources

University Counseling Center (The SHARE Office)

Seeking emotional support in the aftermath of sexual violence is very important for recovery. Pitt's Sexual Harassment and Assault Response (SHARE) Office, offers specialized counseling services designated to assist students who have experienced sexual assault, dating violence, domestic violence, harassment and stalking.

The SHARE Office can be reached by phone at 412-648-7930 during business hours, or 412-648-7856 after 5 p.m. The SHARE Office is located in the Wellness Center on the second floor of Nordenberg Hall, 119 University Place. The SHARE Office can also assist with referrals to specialized counseling services off campus. Additional counseling resources include the University Counseling Center (412-648-7930).

Student Health Services

Pitt's Student Health Service provides ongoing confidential medical treatment for any physical problems related to an assault. The Student Health Service can assess for pregnancy risk; test and treat for sexually transmitted diseases; and assess, treat, and/or offer/give referrals for physical injuries.

Student Health Service is located in the Wellness Center on the second floor of Nordenberg Hall, 119 University Place, 412-383-1800.

Community Resources

Pittsburgh Action Against Rape (PAAR)

1-866-363-7273 (answers 24/7)
www.paar.net

Center for Victims

1-866-644-2882 (answers 24/7)
<http://www.centerforvictims.org/>

Both groups provide an advocate/escort to accompany victims through the medical and/or legal process. Students who seek assistance from these organizations are not obligated to press charges against the assailant.