

TRAINING ALL EMPLOYEES TO RESPOND TO REPORTS OF DISCRIMINATION & HARASSMENT



AGENDA

- | Planning Considerations
- | Identifying Policy Violations
- | How to Report
- | Responding to Disclosures



PLANNING YOUR TRAINING

01



QUESTIONS TO CONSIDER: AUDIENCE & CONTENT

Is employee reporting required?

What types of conduct require reporting?

Who is required to report?

Are there different/additional rules for certain employees?

Is anyone considered a confidential employee?



**How do you
create buy-in?**

**Consider Your
WHY**



IDENTIFYING POLICY VIOLATIONS & PROVIDING EXAMPLES

02



TITLE IX SEXUAL HARASSMENT:

Defining & Providing Examples

Quid Pro Quo



Conditioning aid or benefit on participation in sexual conduct

Hostile Environment



Unwelcome conduct that is so severe, pervasive, and objectively offensive it denies a person equal access to an education program/activity



OTHER SEXUAL VIOLENCE POLICY VIOLATIONS:

Consider Title IX & Non-Title IX Definitions



Sexual Assault



Stalking



Dating/Domestic Violence



What else does your policy include?



ADDITIONAL DISCRIMINATION/ HARASSMENT POLICIES

Differential Treatment

Someone is treated differently because of their protected or perceived identity.

Discriminatory Harassment

Unwelcome conduct on the basis of protected or perceived identity.

Does your policy also cover disparate impact discrimination?



TRAINING EMPLOYEES ON HOW TO REPORT

03



ADDRESS:

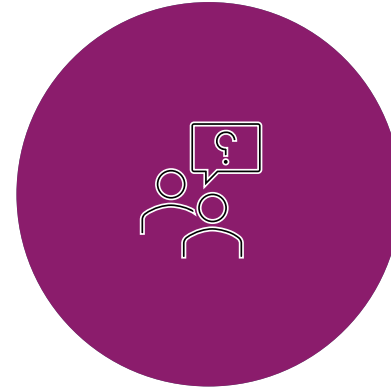
- **WHY** reporting matters
- **WHO** is required to report



ALSO DISCUSS:



- **HOW** employees should report



- **WHAT** they are expected to report



EMPLOYEE RESPONSE TO DISCLOSURES

04

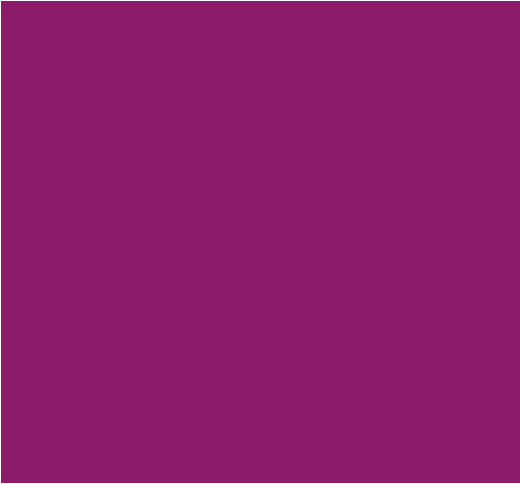


RECEIVING A DISCLOSURE

Tips for Employees



Listen
attentively &
without
judgment



Remain calm
& supportive



Recognize
how difficult it
is to come
forward



Let them
know you
want to help



SHARING REPORTING OBLIGATIONS



Early-on

- Help the student understand the employee's responsibility

Provide Clarity

- Talk about what will happen with the information reported

Highlight Options

- Discuss that the student will not be forced to participate in a process

RESPONDING TO A DISCLOSURE

Do's and Don'ts

Do:

- Offer support & validation
- Disclose reporting obligations
- Listen without judgment
- Address safety concerns
- Offer to connect with resources

Don't:

- Ask too many questions
- Make statements that could be interpreted as "victim blaming"
- Push student to share more
- Investigate what occurred

There is no one correct course of action- what is right for one person may not be right for another.



AWARENESS OF AVAILABLE RESOURCES





info@grandriversolutions.com



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@titleixandequity.bsky.social

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