

Managing the Conversation: Inform, Support, and Report

Quick Reference Guide for Responding to **Staff and Faculty** Discrimination, Harassment & Sexual Misconduct Disclosures

University employees designated as “[Responsible employees](#)” have an obligation to report any information about possible discrimination, harassment and sexual misconduct to OIE. They must *promptly* report all known relevant information, including but not limited to: (1) the name of the complainant, respondent, and any witnesses; (2) the date, time, and location of the misconduct; and (3) any other pertinent facts. OIE will then determine next steps.

Please note that no employee is authorized to investigate or resolve reports or complaints of this nature without express direction from OIE.

Step 1: INFORM

Inform the individual that you are a responsible employee and have a duty to report information regarding discrimination, harassment and/or sexual misconduct. Be thoughtful and try not to stop someone from sharing their experience too abruptly.

What should I say if the staff or faculty begins to share information about possible discrimination, harassment, and/or sexual misconduct?

- *“I think that you are about to tell me something about an unwanted sexual situation/an incident that I may be obligated to report. I am here to listen and I want to help you, but I am a Responsible Employee and I have a responsibility to take the information that you share with me to the Office of Institutional Equity (OIE).”*
 - *“Even if you **do not** feel comfortable sharing anything more with me, I can still help connect you with on-campus confidential resources.”* [For more information about confidential resources, see [Appendix B](#) of the SMPP].
 - *“If you feel comfortable sharing your experience with me, we can talk about how OIE will reach out to you after I fulfill my responsible employee obligation.”*

What should I do if the staff or faculty discloses more information?

Please explain that:

- Someone from OIE will reach out to the individual to offer information about their options and various resources;
- It is up to the individual whether they want to respond to OIE’s e-mail;
- OIE will send at least one additional follow-up e-mail if the individual does not respond; and
- The individual can still connect with on-campus confidential resources.

Step 2: SUPPORT

- Patiently listen, don't judge, and allow the individual to share what they want.
- Empower the individual to make their own choices about which resources to utilize and what to do next, if anything.

Step 3: REPORT

Promptly contact the Office of Institutional Equity to report the incident (no later than 24-48 hours of speaking with the staff or faculty). Call OIE at **410-516-8075**, e-mail at titleixcoordinator@jhu.edu, or file an [online report](#) at oie.jhu.edu

What does OIE do after receiving a report from a Responsible Employee?

OIE will reach out to the individual by e-mail to offer information about their options and various resources. OIE also seeks to understand the individual's preferences for moving forward. While certain situations and information – such as active safety concerns – may require OIE to take action without first speaking with the individual, OIE generally prefers to speak with the individual before moving forward with an assessment or investigation.

ADDITIONAL RESOURCES¹

Safety

- Dial **911** for medical or safety assistance
- **Campus Safety and Security**: 410-516-7777

Medical Assistance

- **Mercy Hospital** (*Hospital offering Sexual Assault Forensic Exam in Baltimore City*): 410-332-9000
- **University Health Services** (*Serves BSPH, SOM, and SON individuals, residents, fellows & trainees & their spouses or domestic partners*): 410-955-3250

On-Campus Confidential Counseling

- **FASAP & mySupport** (*Serves University faculty & staff & their immediate family members*): 443-997-7000
- **University Mental Health Services (24/7)** (*Serves BSPH, SOM, and SON individuals, residents, fellows & trainees & their spouses or domestic partners*): 410-955-1892
 - Press "0" to speak with the on-call psychiatrist in an emergency
- **College Chaplains**, Bunting Meyerhoff Interfaith and Community Service Center: 410-516-1880

Off-Campus Confidential Counseling

- **Turnaround** (24/7 Hotline) (*Serves Baltimore City & County*): 443-279-0379
- **RAINN** (24/7 Hotline) (Rape, Abuse, and Incest National Network): 800-656-HOPE (4673)

¹ There are even more resources in Appendix B to the [Sexual Misconduct Policy and Procedures](#).