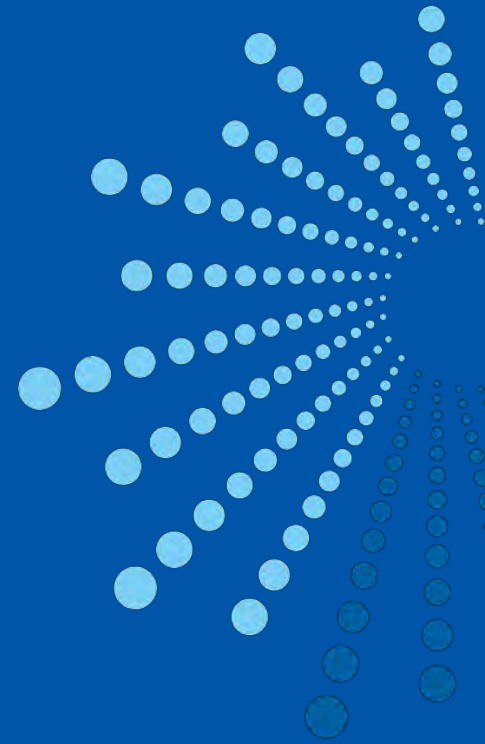


If You Hear It – Report It

GRAND RIVER SOLUTIONS





Trauma-Informed Response

03

GRAND RIVER SOLUTIONS



"But I have no idea what to say"



Listen



Respond with
empathy



Report it to the
Title IX
Coordinator or the
Director of Human
Resources

GRAND RIVER SOLUTIONS

People Disclose in Different Ways

Some people will come right out and say what happened.

Sometimes it comes directly from a colleague or friend.

Some have other ways of explaining:

- I am uncomfortable.
- I don't feel safe.
- I can't be near them anymore.

People Respond in Different Ways

May be hysterical, may be calm

Might be crying, might seem "fine"

Might not seem upset at all

None of this proves whether or not anything happened.

First Response

- Safety first!
- I hear you; thank you.
- Can we walk together (call together) to the office?
- Here is what I will do with your information.
- Check back in!

GRAND RIVERS SOLUTIONS



Never the Right Response:



Ask enough questions to find out what happened.



Make a determination about what happened.



Consider discipline or take it if you think it is appropriate.



Make sure what happened isn't just a rumor.



Come to an agreement about how to proceed.



Promise the actions that will be taken correct the situation.

You are a conduit for information



You pass along what you know to the Title IX Coordinator or Director of Human Resources - they will figure out what to do about it.



You do not "vet" and contact Title IX only when you believe that the policy was violated.

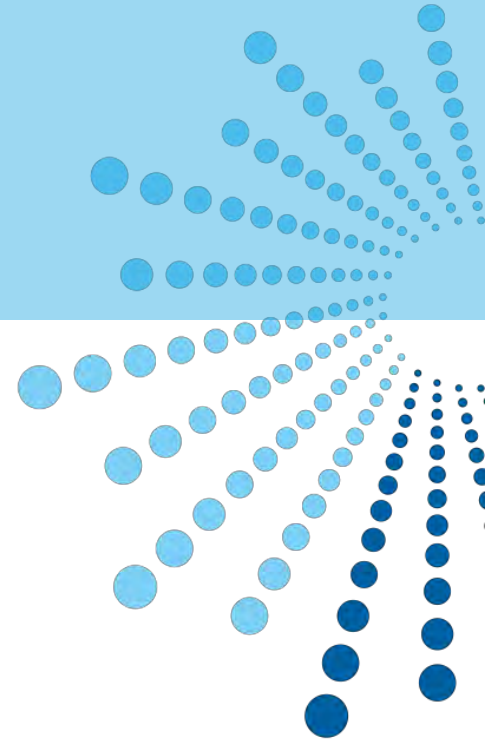


Practical Application

How to Make a Report

04

GRAND RIVER SOLUTIONS



What Do I Report?

You report what you know: no more, no less.

Names and other details – dates, location, etc.

If you took notes, share the notes.

Practice Scenario One

A supervisor receives the following email message from Jay, one of their employees:

Good morning:

I am reaching out to see if I could get an extension on the project that is due tomorrow. I have recently gone through a breakup and my ex-partner is calling and texting me constantly and it is making it really hard for me to focus. I am sorry to ask, but would really appreciate any extra time.

Thanks, Jay

Practice Scenario Two

Jennifer arrives late to her appointment with you to talk about her research. When she comes in, she apologizes profusely and says that she overslept because her roommate and her roommate's girlfriend were arguing loudly all night.

After you talk about her research, you ask how she is doing overall. Jennifer confides that the situation with her roommate and her roommate's girlfriend is really impacting her ability to sleep and get her work done and that she is really concerned about her roommate. She says that her roommate says everything is fine, but sometimes Jennifer hears what sounds like physical fighting through the walls.

You know that Jennifer's roommate is Kelly, another person studying at the Center.

What Happens Next?

Title IX Coordinator analyzes the report to determine if it MIGHT be a violation of policy

Outreach

Formal complaint (possibly)

Notice to parties (if Formal Complaint)

Investigation, Hearing (possibly)

CRANFORD RIVER SOLUTIONS

Reluctant Complainants

GRAND RIVER SOLUTIONS



Reasons for Reluctance

Fear of retaliation

Fear of the process

"I don't want to get them in trouble"

"I can handle this"

Expectation that the institution will fail



Confidentiality/Privacy

- People who can keep information fully confidential and tell no one: therapists, doctors, lawyers, clergy who are ***employed in and acting in*** that role at the time of disclosure.
- You cannot promise confidentiality. BUT, you cannot share the information with others beyond the Title IX Coordinator, Director of HR, or those involved in an investigation, if one occurs. You may not share with colleagues within or outside of the University.
- Private – East-West Center keeps all information *private*, meaning no sharing unless absolutely necessary.
- Family Educational Rights and Privacy Act (FERPA)

Confidential Resources

National Sexual Assault Hotline

- 1-800-656-4673

National Sexual Violence Resource Center

- <https://www.nsvrc.org/find-help>

Hawai'i Coalition Against Sexual Assault

- 1-808-533-1637

Hawai'i Coalition Against Domestic Violence

- <https://www.hscadv.org/get-help/>

Practice Scenario Three

You are having lunch with Marc, a friend and colleague who works in a different department at the Center. You notice that he doesn't seem like himself and you ask him what's wrong. Marc eventually tells you that he is really struggling with his supervisor, Kate. Kate often asks Marc to work late one on one with her, and Marc says that makes him really uncomfortable. When you ask why, Marc says that Kate flirts with him when they are alone and unnecessarily and excessively touches him on the arm, shoulders, or back.

When you express concern and tell him that Kate's behavior is not okay, he pleads with you not to tell anyone.

Supporting Complainants

Things to Keep in Mind

- **Common Myths**

- Why didn't you just run out?
- Why couldn't you just scream "No"?
- Why were you even sitting in the room alone?
- Why did you wait so long to report?

- **Common Behaviors**

- 42% of those who were raped reported later having consensual sex with the men who raped them.
- Victims who try to "make it all better" for the respondent.
- Dating/domestic violence – many victims stay in the relationship.

Supporting Respondents

Things to Keep in Mind

Allegations do not equal
guilt/responsibility

Respondents are entitled
to a fair process under the
Center's policies

Being subject to an
accusation and/or
investigation can be very
stressful

Respondents have access
to supportive measures
through EWC

The Respondent is a
member of the
community and entitled to
the same support, access,
and resources as the
Complainant

It is not your job to
determine what did and
did not happen

Practice Scenario Four

Chris, who is studying at the Center, comes to you and tells you that they have been accused of sexually harassing another individual also studying at the Center. Chris shares that the investigation process has been very difficult and seeing the other student on campus causes Chris a lot of anxiety, which is making getting their research done very difficult.

Chris doesn't know what to do and asks for your advice.

Retaliation

The Center expressly prohibits retaliation against an individual who has complained of harassment relative to the protected categories. In addition, retaliation against parties directly or indirectly involved in a harassment complaint or individuals who have cooperated or will cooperate with a harassment investigation is prohibited and will not be tolerated.

Retaliation is defined as any materially adverse action against a person who reports, complains about, or who otherwise engages in protected activity under this policy, which includes making a good faith report (internally or externally) of Prohibited Conduct, assisting others in making such a report, participating in a grievance process under this Policy, acting in good faith to oppose conduct that constitutes a violation of this Policy, or otherwise assisting in an investigation or proceeding related to an alleged violation of this Policy.

Materially adverse action includes conduct that threatens, coerces, harasses or otherwise discourages participation in or activity under this policy.

Retaliation

Your Obligations

- Talk openly about its prohibition
- Keep an eye out for it
- Report it immediately if you see or suspect retaliation



Practice Scenario Five

Because you were so helpful before, Chris comes back to you when they are experiencing another problem. The student who has accused Chris of sexual harassment, Pat, is the mentee of a prominent specialist at the Center, Dr. Smith. Dr. Smith and Pat are very close, and Pat has told Dr. Smith about the investigation.

Dr. Smith is in charge of selecting fellows for a program Chris wants to participate in and Chris does not feel as though Dr. Smith is treating them fairly and is intentionally making the application process unnecessarily difficult for Chris by requiring them to provide additional letters of recommendation, etc.

For more information on East-West Center policies and procedures:

Title IX Coordinator

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