



Sexual Misconduct



WMU EMPLOYEE RESPONSE GUIDE

WMU encourages all employees to immediately report sexual and gender-based misconduct allegations to Title IX Coordinator Felicia Crawford in Institutional Equity. Sharing this information connects people to safety measures and enables the University to take appropriate action to address any hostile environment that may exist. Report behavior that you observe directly or are notified about verbally, in writing or through electronic communication. WMU's response is guided by the Sexual and Gender-Based Misconduct Policy and Grievance Procedures.



Listen

Believe what is being told to you. There is no need to ask investigative questions, provide counseling or make judgements about what happened. This person sought you out as a trusted source to listen. Everyone responds differently to trauma. The person may not react the way you would.

If you are a Designated Official*, convey that you have an obligation to share information about sexual misconduct with Institutional Equity and will safeguard their privacy. The goal of sharing the information is to provide safety options and assistance with a resolution.

*Designated Official: an official with authority to institute corrective measures at the University and designated to promptly report disclosures or observations of sexual misconduct to the Title IX Coordinator. This includes members of the Board of Trustees, the President, members of the President's Cabinet, Deans, Supervisors, Academic Advisors, Residence Life staff with on-call responsibilities, and administrators and staff in Intercollegiate Athletics, Human Resources, Office of Student Conduct, Public Safety and Institutional Equity.



Support

If there is concern for any person's safety, contact WMU Public Safety at (269) 387-5555. Ask how you can help. Encourage the person to seek help through appropriate resources, which may include:

- Confidential healthcare, including a medical-forensic exam, medications to prevent sexually transmitted infections and pregnancy are available at no cost through the YWCA Sexual Assault Program at (269) 385-3587 or Bronson Battle Creek Sexual Assault Services of Calhoun County (888) 383-2192. Both have a 24-hour crisis line and recommend seeking an exam and treatment within 120 hours after an assault.
- Confidential counseling and assistance through places such as Sindecuse Health Center at (269) 387-3287, HelpNet Employee Assistance Program at (269) 372-4500 or (800) 523-0591. Confidential health care through Sindecuse Health Center or through local hospitals.
- Assistance with safety measures (no contact order, change in housing/work arrangements, etc.) through Institutional Equity at (269) 387-6316.
- Confidential student peer support at FIRE Place Resource and Support Center in the Office of Health Promotion at (269) 387-2990.



Report

Share all known details of the incident (date, time, location), the names of the parties involved, and a brief description of the incident with Institutional Equity (1220 Trimpe), by telephone at (269) 387-6316, or through an online report form at wmich.edu/sexualmisconduct.

Individuals reporting an incident will receive confirmation that the office received their report. To protect privacy, confidentiality and due process, Institutional Equity will only update involved parties about the investigation.

If criminal behavior is involved, ask if the person would like you to call the police. If so, contact WMU Public Safety at (269) 387-5555, or the police agency where the incident occurred.

The Policy has certain provisions for amnesty regarding alcohol and drug use. Parents of WMU Students are not notified of sexual misconduct reports brought to Institutional Equity.

What happens after the report?

Institutional Equity will contact the person through email and ask to meet. If the person doesn't want to meet, the case will be evaluated to determine if action is needed by the University, and if not, it will be closed.

If the person decides to meet, they may bring a support person and/or an advisor. The Title IX Coordinator will review safety measures and available resources and discuss which option is best for the situation, such as an informal resolution or a formal resolution with an investigation.

During an investigation, Institutional Equity will collect and review evidence and conduct individual meetings with each person associated with the incident. If a student is found responsible for violating the Policy, sanctions may be administered through Student Conduct. If a faculty or staff member is found responsible for violating the Policy, disciplinary action may be administered through Human Resources or the Office of the Provost. If a crime is involved, Institutional Equity will recommend filing a police report and will discuss options for pursuing a separate criminal case.



Listen



Support



Report



What behaviors should be reported?

Sexual and gender-based harassment, non-consensual sexual intercourse (sexual assault), non-consensual sexual contact, sexual exploitation, harm to others, stalking, intimate partner violence and any form of retaliation for bringing forward information should be reported.

Who must report?

To reduce risks to the University community, all students, faculty, staff and visitors should make sure information about sexual misconduct is reported. Certain individuals identified as Designated Officials* in the Policy are obligated to report sexual misconduct to Institutional Equity.

Where is the jurisdiction for reporting?

There is no geographic jurisdiction for sexual misconduct reporting. Prohibited behaviors involving WMU community members that occur on or off campus, or even on study abroad, may have an impact on education or employment and should be reported to Institutional Equity.

When should prohibited behaviors be reported?

Report information immediately. This will allow for a quick response and assistance for the person targeted by the behavior. The University will make every effort to remedy a complaint in a timely manner.



Prohibited Behaviors as defined in the WMU Sexual and Gender-Based Misconduct Policy

Sexual harassment: any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal, electronic or physical conduct of a sexual nature.

Gender-based harassment: acts of verbal, nonverbal, or physical aggression or contact, intimidation, threats, abuse or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature; sexual harassment based on gender, gender identity, gender expression or sexual orientation.

Non-consensual sexual intercourse: having or attempting to have sexual intercourse with another individual by force or threat of force, without consent or where that individual is incapacitated; sexual assault.

Non-consensual sexual contact: having sexual contact with another individual by force or threat of force, without consent or where that individual is incapacitated.

Sexual exploitation: when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit or for the benefit or advantage of anyone other than the one being exploited.

Harm to others: sex or gender-based behaviors that threaten or endanger the health or safety of any person, which include physical abuse, verbal abuse, threats, intimidation and/or harassment.

Stalking: a course of physical or verbal conduct directed at another individual on the basis of sex or gender identity, in a manner that could be reasonably regarded as likely to alarm, harass, or cause fear of harm or injury to that person or to a third party. A course of conduct consists of at least two acts.

Intimate partner violence: any actual or threatened act of violence against a person who is, or has been involved in a sexual, dating, domestic or other intimate relationship with the respondent. This includes property damage, violence or threat of violence to oneself, or to the family members or friends of that partner.

Retaliation: acts, words or attempts to take adverse action against the complainant, respondent, or any other individual or group of individuals because of their good-faith complaint or participation in an investigation and/or resolution of an allegation of prohibited conduct.



Learn More

For additional information including complete definitions and resources, view the Policy at wmich.edu/sexualmisconduct.

Online training modules on preventing sexual harassment and violence are available for all faculty, staff, students and student employees at wmich.edu/sexualmisconduct/education.

If you are ever unsure of what to do about a disclosure or an allegation of sexual or gender-based misconduct, contact Institutional Equity at (269) 387-6316, campus location 1220 Trimpe.