



Reporting Sexual Misconduct

Institutional Equity
1220 Trimpe
(269) 387-6316
wmich.edu/sexualmisconduct

WMU EMPLOYEE RESPONSE GUIDE

Western Michigan University requires that all designated responsible employees immediately report sexual misconduct allegations to Title IX Coordinator Felicia Crawford or an Institutional Equity designee. This connects people to safety accommodations and enables the University to take appropriate action to eliminate, prevent and address any hostile environment that may exist. Report behavior that you observe directly or are notified about verbally, in writing or through electronic communication.



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. Institutional Equity investigators will review safety measures and available resources and discuss which resolution is best for the situation, such as an informal resolution or an investigation.

During an investigation, Institutional Equity will conduct individual meetings with each person associated with the incident. The University does not use a hearing panel for sexual misconduct cases. If Institutional Equity finds a student 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.

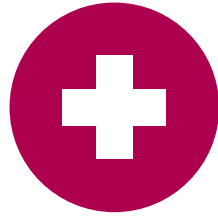


Listen

First, ask if a person wants confidential support from a health care provider, counselor, or clergy member who does not have reporting obligations. The intent is not to discourage disclosure to you, but to give information so the person can decide what to disclose, to whom and when.

If the person wishes to speak openly with you, convey that you have an obligation to share information about sexual misconduct with Institutional Equity and will safeguard his or her privacy and only share information with individuals who are directly involved in the resolution of the matter.

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. People may not be acting the way you would.



Support

If there is concern for any person's safety, contact WMU Public Safety at (269) 387-5555.

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 accommodations (no contact order, change in housing, etc.) through Institutional Equity at (269) 387-6316
- Student peer support at FIRE Place Resource and Support Center in Sindecuse 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.

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

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.

The WMU Sexual Misconduct 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.



WESTERN MICHIGAN
UNIVERSITY

Institutional Equity

Kalamazoo MI 49008-5405 USA

Location: 1220 Trimpe

(269) 387-6316

wmich.edu/sexualmisconduct



Listen



Support



Report

What behaviors need to be reported?

Sexual and gender-based harassment, sexual assault, nonconsensual 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. Faculty, teaching assistants, supervisors and select staff are considered responsible employees and therefore 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 within 60 days of receiving notice.

Prohibited behaviors

As defined in the WMU Sexual and Gender-Based Harassment and Violence, Intimate Partner Violence, and Stalking Policy and Procedures

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

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

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 to benefit or advantage anyone other than the one being exploited.

Harm to others: words or types of conduct that threaten or endanger the health or safety of any person including physical abuse, verbal abuse, threats, intimidation and/or harassment.

Stalking: a course of physical or verbal conduct directed at another individual 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 act of violence 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.

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.

FOR ADDITIONAL INFORMATION



For additional information including a list of responsible employees and referral resources, view the policy at wmich.edu/sexualmisconduct.

An online training module on Preventing Discrimination and Sexual Violence is available for all faculty and staff, students and student employees at wmich.edu/sexualmisconduct/education.

If you are ever unsure of what to do about a report or an allegation of sexual misconduct, contact Institutional Equity at (269) 387-6316.