

Responsible Employees and Reporting

Quinnipiac encourages all employees to promptly report any incidents of sex discrimination or sexual misconduct they may witness or become aware of. Responsible employees are **required** to report such incidents. Quinnipiac defines all faculty, administration, athletic, human resources, public safety, student affairs and student paraprofessional staff (resident assistants & orientation leaders under contract) as responsible employees of the university. A responsible employee is expected to report any incidents of sexual violence, harassment or discrimination involving a student promptly to the university Title IX coordinator or deputy coordinator. Prompt reporting of such incidents makes investigation of the incident more effective and enhances the ability of the university to take action on a complaint.

When reporting sexual harassment or discrimination or sexual assault, the Title IX coordinator or deputy coordinator will guide you with regard to how much detail is needed in an initial report. Subsequent to an initial report, campus officials may need additional information to fulfill the university's obligations under Title IX. In taking these subsequent actions, the university will always be guided by the goals of empowering the victim and allowing the victim to retain as much control over the process as possible, but no employee (other than counselors, health care providers and clergy) can or should promise complete confidentiality.

Privacy and Confidentiality

Reported issues will be investigated and may be resolved through the appropriate grievance procedures and investigation and procedures will be conducted with due regard for the privacy of those involved. Only people who have a need to know about the issue will be informed, and materials and information prepared or acquired under Title IX procedures will be shared only as necessary with investigators, witnesses and other relevant parties. Disclosure of such information also may be made if the university Title IX coordinator determines that such disclosure is necessary to protect the health, safety or well-being of the community. While the university Title IX coordinator will take into account any requests made by a grievant for confidentiality or that a Title IX matter not be investigated, the university Title IX coordinator will take appropriate steps to respond to the matter consistent with requirements of Title IX and the university's obligation to the greater Quinnipiac community.

Retaliation

Retaliation against any person in the university community for alleging a violation of Title IX or for cooperating in any investigation, proceeding or hearing relating to an alleged violation of Title IX is strictly prohibited and may result in disciplinary action, including additional interim or permanent measures. Any concerns regarding retaliation should be addressed immediately with the university Title IX coordinator or deputy coordinator.