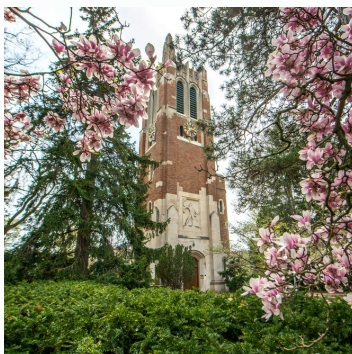




MSU's Relationship Violence and
Sexual Misconduct & Title IX Policy
Resources & Reporting

Employee Information



MSU's RVSM & Title IX Policy

Under the Relationship Violence and Sexual Misconduct (RVSM) and Title IX Policy, the University prohibits sexual harassment as well as relationship violence, sexual misconduct, and stalking.

MSU's Mandatory Reporting Policy

Unless otherwise exempt, **All MSU Employees** including student employees & volunteers, are required to report incidents or conduct that may be prohibited by the RVSM and Title IX policy that:

1. They observe or learn about in their working or professional capacity; **and**
2. Occurred at a University-sponsored event **or** on University property **or** involves a member of the University community* with respect to conduct that may have occurred while they were a member of the University community

This is commonly referred to as "responsible employee" or "mandatory reporting."

Some employees in particular offices are **exempt from reporting** while providing services. A list of these offices is located at civilrights.msu.edu/file-a-report/confidential-resources.html or the QR code to the right:



Mandatory Reporting Chart

If the incident:	Responsible Employee	Reporting	Report the incident to:	
			Supervisor	OCR
Occurred at a university-sponsored event or Occurred on university property or Involves a member of the university community (students, staff, faculty) and Occurred while they were a member of the university community*	Undergraduate Student Employees and Volunteers	• Sexual violence • Sexual exploitation • Sexual harassment • Stalking • Relationship violence		
	All Other Employees and Volunteers † (including graduate student employees) † with exception of exempt employees	• Sexual violence • Sexual exploitation • Sexual harassment • Stalking • Relationship violence		

*Community Member means all individuals who have a formalized relationship to the University (or had at the time of the incident). Full definition can be located in the Mandatory Reporting FAQ at civilrights.msu.edu/policies

Report an Incident

MSU's Office for Civil Rights

MSU's Office for Civil Rights (OCR) is responsible for investigating, hearing and resolving all complaints of relationship violence, sexual misconduct and stalking under the Title IX and RVSM Policy.

How to Contact OCR and MSU's Title IX Coordinator:

- Call OCR at **(517) 353-3922**
- Submit a report on the OCR website at civilrights.msu.edu
- E-mail OCR at ocr.isr@msu.edu
- Visit OCR's office in **Olds Hall Rm. 5** (408 W. Circle Dr., East Lansing, MI 48824).
- Student employees must promptly contact their supervisor to report.
- Supervisors must then promptly contact OCR to report the incident.

In instances of active violence, please contact **911**. For incidents of crime, please contact the MSU Department of Police and Public Safety at **(517) 355-2221**.

 **(517) 353-3922**

 **civilrights.msu.edu**

 **ocr.isr@msu.edu**

Retaliation is Prohibited

Within the classroom or workplace there are often power dynamics at play. It is important to know that **retaliation is prohibited** by the RVSM & Title IX Policy.

Retaliation includes an act (or attempted act) taken against any individual who is participating or expecting to participate in a protected activity as defined by the RVSM & Title IX Policy. This could include making a report, filing a complaint, seeking assistance, or participating (as a witness, support person, etc.) in any case or hearing that is related to harms covered under the RVSM & Title IX Policy – such as relationship violence, sexual misconduct, or stalking.

Frequently Asked Questions

Answers to many common questions about MSU's Mandatory Reporting Policy can be found at civilrights.msu.edu/file-a-report/mr_faq.html or the QR code to the right:



Resources

MSU Center for Survivors

On-Campus Relationship Violence, Sexual Misconduct, and Stalking Services:
Therapy, Advocacy, Crisis Services, Shelter,
& Forensic Medical Care. (*confidential*)

24-hour crisis line: **(517) 372-6666**
centerforsurvivors.msu.edu



24-hour Sexual Assault Healthcare
Program service: **(517) 353-2700**
centerforsurvivors.msu.edu/sexual-assault-healthcare-program



Shelter: **(517) 355-1100**
centerforsurvivors.msu.edu/shelter

OCR Support and Intake Team

Academic, housing, and employment assistance and support for anyone impacted by relationship violence or sexual misconduct (*not confidential*)

(517) 353-3922
civilrights.msu.edu

Employee Assistance Program (EAP)

Counseling, emotional wellness and family services for faculty, staff, retirees and graduate student employees (*confidential*)

(517) 355-4506
eap.msu.edu

Supporting Survivors

of relationship violence & sexual misconduct

Be Transparent

Tell students, employees and/or colleagues if you are a responsible employee as soon as possible.

Know Your Role

Refrain from asking for details or giving unwanted advice. Your role is to support the survivor.

Reflect the Person's Language

Mirror the other person's language so they are defining their own experiences.

Connect to Resources

Offer resources to the survivor, like the ones mentioned in this brochure.

Ask Open-Ended Questions

Avoid prying or "why" questions, these can make someone feel blamed or overwhelmed. Try a phrase below:

Examples of Helpful Things to Say:

It's not your fault.

I support you

I am sorry that happened to you.

How can I help?

For a list of additional support resources, please visit:
poe.msu.edu/resources