

# A Guide to Reporting Sexual Misconduct & Sexual/ Gender-Based Harassment

During your time as an employee at Grand Valley State University, a student or fellow employee may disclose an experience of sexual misconduct & sexual/gender-based harassment to you.

This document will guide you on how to **respond**, what your **reporting obligations** are, and ways to **take care of yourself and your Laker community**.

## Reporting

**Report only what you know.** GVSU encourages anyone who becomes aware of discrimination, harassment, and/or retaliation to report the incident using any of the following options: File a complaint with, or give verbal notice to, the University's Title IX Coordinator. A report can be made at any time (including during non-business hours) by using the phone number or email address, or by mail to the office address, listed for the **Title IX Coordinator**.

## The Opportunity to Support

You could be the first person a victim/survivor has ever disclosed to. **Your response matters.**

If a victim/survivor has chosen to disclose their experience of sexual misconduct or gender-based harassment with you, what you say and do next will undoubtedly impact their healing journey. In these moments, you have an opportunity to support this person. We want our employees to feel ready to support Lakers who are victim/survivors.

## Free & Private Resources

Your safety and wellbeing matter. If you are experiencing sexual or gender-based harassment at work, or home we can help. Please connect with our **Employee Assistance Program** for 24/7 support and resources.

**Campus Safety Information and Resources:** A safe living, learning, and working environment is our highest priority at Grand Valley. Our commitment focuses on prevention, awareness, education, and response. A robust program of resources and personnel are maintained to support these efforts, as well as, strong partnerships with community agencies and organizations to offer extended and external support. Please go to <https://www.gvsu.edu/safety/>

### The "Do's" and "Don'ts" of Support

#### DO:

- Hold space for them to speak.
- Ask HOW you can support
- Give them options and a choice if they want you to be a part of their support.
- Allow for silences
- Explain your role as a responsible reporter to them

#### DON'T:

- Interrupt them to tell them you will have to report everything to Title IX. Wait for a natural pause to inform them of your reporting duties.
- Give advice. Everyone's life, experience, and situation is different. Victim/Survivors are the experts of their lives.
- Avoid asking "why" questions as this may come off accusatory whether you mean to or not
- Do not block exits  
Ask of the person disclosing would like the door closed if it isn't already.