

Quick Reference Guidance Document:

Unlawful Discrimination, Sexual Harassment, Title IX, Bullying & Mandatory Reporter

Unlawful discrimination, sexual harassment & Title IX
<p>Summary:</p> <p>UP prohibits <u>unlawful discrimination</u>, <u>sexual harassment</u> & <u>Title IX</u> violations.</p> <ul style="list-style-type: none"> Information about Unlawful Discrimination & Sexual Harassment Policy: www.bitly.com/upudhp Information about Title IX Policy & Resources: www.up.edu/titleix
<p>Definition:</p> <p>What is <u>unlawful discrimination</u>? This happens when a person in certain types of situations is treated negatively and/or differently because of a protected class.¹</p> <p>What is <u>sexual harassment</u> and <u>Title IX</u>? Sexual harassment is a type of sex/gender-based discrimination. Title IX is a federal law that prohibits sex/gender-based discrimination in educational institutions. (Please see attached Title IX informational handout for more information.)</p>
<p>Examples:</p> <ul style="list-style-type: none"> ✓ Treating an employee negatively and/or differently related to protected class: telling a Muslim employee that she cannot interact with students if she wears her head covering; assigning inferior work assignments to a person with disabilities; paying an employee less because she is a woman; etc. ✓ Slurs, jokes, innuendos, stories, or graphics that are uncomfortable or offensive related to a protected class: racial or ethnic jokes or slurs; jokes or slurs about persons related to age, disability, or lesbian, bisexual, gay, or transgender status; offensive graphics (photos of scantily clad persons); etc. ✓ Unwelcome physical touching: sexual assault; hugging, touching, patting, kissing; getting too close to another person for no legitimate reason; etc. ✓ Unwelcome harassment: physical violence; tampering with another person's personal items; etc. <p>In some situations, "bullying" type conduct can also constitute unlawful discrimination or harassment.</p>
<p>Action items:</p> <ul style="list-style-type: none"> ✓ As an employee and representative of UP, do not engage in any type of unlawful discrimination, sexual harassment, or Title IX violation. Please report concerns. ✓ If you have concerns or questions about unlawful discrimination or sexual harassment in the workplace, please contact Human Resources at hr@up.edu or (503) 943-8484. If you have concerns about Title IX, please see www.up.edu/titleix for appropriate resources and contact persons. ✓ Be mindful that prohibited conduct may occur staff to staff, staff to student, student to staff, student to student, and between non-UP community member and UP community member.

¹The University of Portland does not discriminate in its educational programs, admissions policies, scholarship and loan programs, athletic and other school-administered programs, or employment on the basis of race, color, national or ethnic origin, sex, disability, age, sexual orientation, or any other basis protected by and consistent with the law. The University expressly reserves its rights and obligations to maintain its commitment to its Catholic identity and the doctrines of the Catholic Church.

Bullying
<p>Summary:</p> <p>Bullying conduct is not consistent with UP's mission and values.</p>
<p>Definition:</p> <p>Bullying is unprofessional, unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.</p>
<p>Examples:</p> <ul style="list-style-type: none"> ✓ Verbal bullying is saying or writing disparaging or derogatory things. Verbal bullying includes: teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm, use of profanity, etc. ✓ Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes: leaving someone out on purpose, telling other persons not to be friends with someone, spreading rumors about someone, embarrassing someone in public, etc. ✓ Physical bullying involves hurting a person's body or possessions. Physical bullying includes: hitting/kicking/pinching, spitting, gripping/pushing, taking or breaking someone's things, making mean or rude hand gestures, etc.
<p>Action items:</p> <ul style="list-style-type: none"> ✓ As an employee and representative of UP, do not engage in bullying. Please report concerns. ✓ If you have concerns or questions about bullying in the workplace, please contact Human Resources at hr@up.edu or (503) 943-8484. If you have concerns or questions about bullying in the academic environment, please speak with your Department Chair or Dean. ✓ Be mindful that prohibited conduct may occur staff to staff, staff to student, student to staff, student to student, and between non-UP community member and UP community member.
Mandatory reporting of child abuse
<p>Summary:</p> <p>Under Oregon law, UP employees must report child abuse to the Oregon Department of Human Services (DHS) or a local law enforcement agency. Such report must be made if a UP employee has "reasonable cause to believe" that any child under 18 has suffered abuse or that any person with whom you come into contact has abused a child under 18.</p>
<p>Definition:</p> <p>Child abuse can be non-accidental physical injury, mental injury, sexual abuse, negligent treatment or maltreatment, threatened harm to a child, or unlawful exposure of a child to a controlled substance.</p>
<p>Action items:</p> <ul style="list-style-type: none"> ✓ If you have reasonable cause to believe child abuse may be occurring, make a report to DHS at (855) 503-7233 toll free. Please report urgent situations to 911. ✓ Also, please contact Human Resources at hr@up.edu or (503) 943-8484.

Faculty & Staff Responding to Interpersonal Violence

Interpersonal Violence includes: sexual harassment, stalking, relationship violence and sexual assault

All faculty members and most staff are considered “responsible employees.” This means that, unless you are listed as a confidential resource on the back of this handout, **you are required to report any incident of sexual assault, discrimination or harassment to the Title IX Coordinator. You must provide any and all information you have regarding such incidents to the Title IX Coordinator. Not fulfilling this important responsibility could result in adverse consequences for the University and the responsible employee.** Please alert and guide students appropriately. Visit the Title IX website for more information or schedule a meeting with the Title IX Coordinator.

Five Step Response

Step 1: Offer SUPPORT non-judgmentally and with empathy

- *Affirm them for reaching out.*
- *Do not prejudge or try to determine what happened. Tell them you are committed to connecting them to resources.*

Example response

I can only imagine how difficult and scary this might be for you. Thank you for trusting me and sharing this with me. I'm glad you're reaching out for help. I am committed to helping connect you with people on campus who can help.

Step 2: Assess for SAFETY

- *Imminent risk in the next 24 hours?*
- *Contact **Public Safety** if necessary: (503) 943-7161.*

Example response

Before we go much further, I want to check in with you to know whether you currently feel safe. Are you concerned for your safety in any way?

Step 3: INFORM student of the limits of the confidentiality of your conversation

- *Cannot be kept completely confidential; however, privacy will be protected and information will be kept as confidential as possible and shared only on a need to know basis.*
- *Title IX Coordinator will be informed.*

Example response

In order for me to help you in the best way I can, I need to share what we talk about with the Title IX Coordinator. She and her team will help sort out what needs to happen next to make sure you and the campus community are safe and to prevent something like this from happening again. We will all diligently protect your privacy, only sharing information with people on campus who need to know in order to help. As we talk, you can decide how much you want to share with me.

Step 4: Refer student to appropriate RESOURCES

- *Refrain from asking questions and seeking additional details.*
- *See back of this handout and visit www.up.edu/titleix.*

Example response

Tell me more about what you need right now.

Step 5: Submit REPORT to the Title IX Coordinator

- *Visit www.up.edu/titleix for online reporting tool.*
- *Complete to the best of your ability. Skip any question for which the student did not volunteer an answer. Do not feel obligated to obtain the information.*

Faculty & Staff Responding to Interpersonal Violence

Protecting Privacy

Please refrain from sharing information with anyone other than the Title IX Coordinator or staff/administrators from whom you need immediate assistance. After receiving your report, the Title IX Coordinator will decide what information needs to be shared and with whom. Consultation with a SAFE Advocate, Health Center counselors or the Title IX Coordinator is always appropriate and does not violate the student's privacy.

Interim Title IX Coordinator, Jeromy Koffler: (503) 943-8192 (*during business hours*)

Interim Title IX Coordinator, Sandy Chung: (503) 943-8987 (*during business hours*)

Health Center Counselors (503) 943-7134 (*during business hours*)
(including Sexual Assault Nurse Examiners) Public Safety (503) 943-7161 (*after hours*)

ProtoCall (see next page) (503) 943-7134, option 3 (*after hours*)

Confidential Campus Resources

These resources will be able to honor confidentiality in most cases and will not report information to any other campus official, unless there is an imminent danger to the student or others. *Anything shared with a priest in the sacrament of confession will always remain absolutely confidential.*

University Health Center (503) 943-7134

Campus Ministers
(503) 943-7131

Holy Cross Priests within the Sacrament of Confession

Non-Confidential Campus Resources

These resources will protect one's privacy to the greatest extent possible. Information received will be shared with the Title IX Coordinator and Deputy Title IX Coordinator to assess the safety of the student and larger university population. Information may also be shared with certain university professionals, as necessary, to ensure safety and to provide appropriate campus-wide response.

Interim Title IX Coordinator: Jeromy Koffler	(503) 943-8192, koffler@up.edu
Interim Title IX Coordinator: Sandy Chung	(503) 943-8987, chung@up.edu
Title IX Deputy for students: Gina Loschiavo	(503) 943-7709, loschiav@up.edu
Title IX Deputy for students: Matthew Rygg	(503) 943-7118, ryggm@up.edu
Title IX Deputy for faculty: Terry Favero	(503) 943-7373, favero@up.edu
Title IX Deputy for staff: William Jenkins	(503) 943-8784, jenkinsw@up.edu

Public Safety	(503) 943-7161 (non-emergency)
	(503) 943-4444 (emergency)(503)
Student Conduct Program	(503) 943-7205

Off-Campus Resources

Multnomah County Crisis Line	(503) 988-4888
Call to Safety	(503) 235-5333
Portland Police Bureau	(503) 823-3333 (non-emergency) 911 (emergency)



ProtoCall

CONFIDENTIAL

Mental health counselors
available to talk to students
when the Health and Counseling Center is closed

How to use ProtoCall

- ProtoCall is available when the Health and Counseling Center is closed. If the HCC is open, you may call or stop by for an appointment.
- After hours, call the Health and Counseling Center **(503)943-7134** and choose option **3**.
- Tell the counselor your name and call back information and begin your session. The call will take as much time as you need.
- If you are comfortable, we would like to hear about your experience with ProtoCall. Give feedback to the HCC at **HCC@up.edu**.

When to call ProtoCall:

- To talk with a counselor about a situation. Example: what to do if a friend is leaving concerning messages on social media
- To get confidential support. Examples: grief about a recent break up, death of a family member, fight with a friend
- To access crisis support. Examples: thinking about suicide or self injury, sexual assault

When to call Public Safety or Portland Police:

- To access crisis support in a situation that may escalate. Example: a friend texts that they want to hurt themselves, but will not tell you where they are, or accept your help

When to call 911:

- To access emergency response. Example: a friend tells you that they have taken pills in a suicide attempt