Is the student, employee or guest alleging discrimination, harassment or bullying that is either (1) sexual in nature or (2) based on a PROTECTED STATUS*, OR are they disclosing an incident of sexual misconduct**, relationship violence, stalking or retaliation?*** (see reverse)

**STOP!**
Interrupt them if they are still discussing the issue. Let them know that you are here to provide support and that what they are sharing must be reported to the Title IX & Inclusion office.

Do they want to still continue the conversation after you tell them this? (You can determine this by directly asking them what they would like to do.)

INTAKE ALL INFORMATION THE PERSON IS/WAS COMFORTABLE PROVIDING TO YOU. If it is a safety emergency, call 911. Does the person reporting the incident(s) need immediate support with intervention(s) to address/stop any future recurrences of the behavior disclosed?

Make a written report in Maxient as soon as possible but no later than 24 hours after the initial report. Include: whether the reporting party desires confidentiality, desired resolution if shared with you, and whether police were contacted. If the matter concerns sexual misconduct, stalking or relationship violence, provide “Rights & Options” resource. Title IX & Inclusion will review your report and follow-up as appropriate. Do not investigate the matter on your own.

Try to get a few more details. Are they suggesting someone is mistreating or bullying them at least in part because of a PROTECTED STATUS*?
Are they expressing mistreatment related to an intimate or romantic relationship?

Offer to connect them with confidential resources whether it’s CAPS (students), EAP (employees) or the Crisis Advocate (anyone reporting sexual misconduct, stalking or relationship violence).
Note you must still disclose whatever details were shared to T9&I. You cannot promise confidentiality, but T9&I will determine whether it can honor the request.

If the report is related to crime and/or safety, always offer to call the University police (805-437-8444). Do not call without the person’s consent unless there is an imminent threat of danger.

If you are unable to reach someone in that office, call either the Dean of Students, Human Resources or Faculty Affairs for further support.

Contact the Title IX & Inclusion office immediately to evaluate situation for next steps. If you are unable to reach someone in that office, call either the Dean of Students, Human Resources or Faculty Affairs for further support.
Title IX & Inclusion Office Contact Information
Brittany Grice, Campus Title IX Coordinator & DHR Administrator – (805) 437-3608

Maxient reporting: https://cm.maxient.com/reportingform.php?CSUChannelIslands&layout_id=
(also located at www.csuci.edu/inclusion and www.csuci.edu/titleix)

Definitions

**Discrimination (D):** Adverse Action (material and substantial) taken against a person (including applicants) by the CSU, a CSU employee, or CSU student because of a Protected Status, within the campus community and/or in a CSU program or activity.

**Harassment (H):** Unwelcome conduct, based on the Complainant’s Protected Status or of a sexual nature, that is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as limiting their ability to participate in or benefit from the services, activities or opportunities offered by the University.

***Retaliation (R):*** Adverse Action taken against a person because they have or are believed to have:
- Exercised rights under the Executive Order;
- Reported or opposed conduct which s/he reasonably and in good faith believes is in violation of the Executive Order;
- Assisted or participated in a policy-related investigation/proceeding regardless of whether the Complaint was substantiated; OR
- Assisted someone in reporting or opposing a violation of this Executive Order, or assisted someone in reporting or opposing Retaliation under the Executive Order.

*PROTECTED STATUSES UNDER STATE AND FEDERAL LAW*
Age, Disability, Sex, Gender, Genetic Information, Gender Identity or Expression, Nationality, Marital Status, Race or Ethnicity, Religion, Sexual Orientation, and Veteran or Military Status

**Sexual Misconduct:** Engaging in any sexual activity without first obtaining Affirmative Consent to the specific activity.

Includes but is not limited to kissing, touching intimate body parts, fondling, intercourse, penetration of any body part, and oral sex. It also includes any unwelcome physical sexual acts, such as unwelcome sexual touching, Sexual Assault, Sexual Battery, Rape, and Dating Violence. When based on Gender, Domestic Violence or Stalking also constitute Sexual Misconduct.

Domestic Violence and Stalking are prohibited acts and must be reported regardless of whether they are based on Gender.

STOP!

Have you:
- Offered connection to counseling/advocacy?
- Offered to contact police if applicable?
- Discussed confidentiality?
- Provided "Rights and Options" where applicable?
- Documented all of these steps in your Maxient report?