

MUSC'S GUIDELINES FOR RESPONSIBLE EMPLOYEES

<https://education.musc.edu/leadership/diversity/title-ix/responsible-employee-guidelines>



PROHIBITED CONDUCT

MUSC is committed to maintaining a safe environment that is supportive of its mission and free from harassment and discrimination. As a component of that commitment, MUSC strictly prohibits:

Sexual Assault: non-consensual sexual intercourse or non-consensual sexual contact

Sexual Harassment: unwelcome, sexual, sex-based, or gender-based, verbal, written, online, or physical conduct

Discriminatory Harassment: unwelcome conduct based on actual or perceived membership in a protected class

Intimate Partner Violence: verbal, physical, or emotional violence or abuse between those who are involved in, or have been involved in, an intimate interaction or relationship

Stalking: repetitive and menacing pursuit, following, harassing, and/or interfering with the peace or safety of another

Sexual Exploitation: taking non-consensual or abusive sexual advantage of another

Complicity: attempting to engage or aiding someone else in committing Prohibited Conduct

Retaliation: taking an adverse action against a person because they participated in a protected activity, such as filed an internal or external complaint or cooperated with an investigation

YOUR DUTY TO DISCLOSE



All MUSC employees who are not designated as **Confidential Resources** are expected to disclose actual or suspected discrimination or harassment immediately to the Office of the Title IX Coordinator, although there are some limited exceptions.

Responsible Employees are not required to report information disclosed at public awareness events (e.g., "Take Back the Night," candlelight vigils, protests, survivor speak-outs, or other public forums in which students may disclose prohibited conduct) or during an individual's participation as a subject in an IRB-approved human subjects research protocol.

Responsible Employees may not withhold information about the parties' identities from the Title IX Coordinator.

WHAT TO DISCLOSE?

When you disclose, please identify to the best of your knowledge:

- **Names of the parties:** A person who is the subject of a report of Prohibited Conduct or initiates a complaint is designated the reporting party. A person against whom a report or complaint has been made is designated the responding party.
- **Date, time, and location of the incident**
- **Description of the incident:** the more information the better.



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WHAT HAPPENS WHEN YOU DISCLOSE?

- The reporting party will be invited to have an informational meeting with the Title IX Coordinator or Deputy Coordinator and will receive a written explanation of rights, options, and resources.
- Regardless of whether a formal resolution is pursued, the Office of the Title IX Coordinator can facilitate access to resources and implement supportive measures.

WHAT DOES NOT HAPPEN WHEN YOU DISCLOSE?

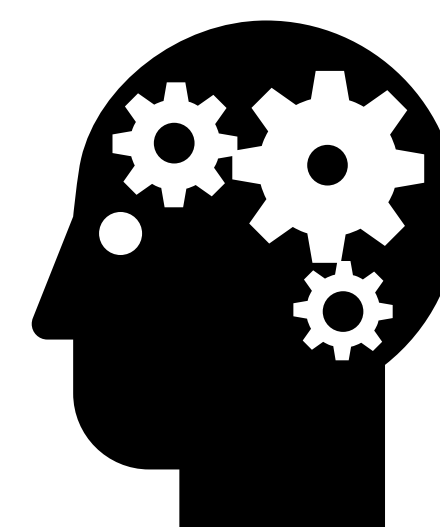


A report of Prohibited Conduct from a Responsible Employee does not:

- Trigger contact with the parties' professors or parents
- Initiate a formal investigation or any other type of resolution
- Trigger a report to law enforcement

BEST PRACTICES WHEN SOMEONE WISHES TO DISCUSS WITH YOU AN INCIDENT OF PROHIBITED CONDUCT

- Listen carefully
- Do not interrupt
- Explain that you will protect their privacy to the greatest extent possible but cannot promise confidentiality
- Offer non-judgmental support
- Ask how you can help
- Offer to accompany individuals in seeking medical care or counseling, or in contacting the Office of the Title IX Coordinator or the police, but do NOT insist



REPORTING OPTIONS

You can report Prohibited Conduct to the Office of the Title IX Coordinator online, by telephone, email, or in person.



Office Address

173 Ashley Avenue
Basic Science Building, Suite 104
Charleston, SC 29425

Title IX Coordinator

Willette Burnham-Williams, PhD
burnham@musc.edu
(843) 792-1072

Title IX Email

titleix@musc.edu

Deputy Title IX Coordinator

Daniela Sorokko Harris, JD
harridan@musc.edu
(843) 792-1282

Online Incident Report Form

<https://tinyurl.com/musctitleixreport>

If you believe the incident may constitute a **crime**, you must also contact the Department of Public Safety: (843) 792-4196