

# GUIDELINES FOR RESPONSIBLE EMPLOYEES

<https://web.musc.edu/about/leadership/institutional-offices/equity/title-ix/responsible-employee-guidelines>



## PROHIBITED CONDUCT



MUSC is committed to maintaining a safe environment that is free from harassment and discrimination. As a component of that commitment, MUSC complies with civil rights laws, including Title IX, Title VI, and Title VII, and takes steps to prevent and remedy discrimination. Prohibited Conduct includes the following:

**Title IX Sex-Based Harassment:** Umbrella term that encompasses sexual harassment (including sexual violence) and gender-based harassment. Sex-based harassment creates a hostile environment if the conduct is sufficiently serious that it denies or limits an individual's ability to participate in or benefit from MUSC's programs or activities.

**Title IX Sexual Harassment:** unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

**Title IX Sexual Violence:** physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

**Title IX Gender-Based Harassment:** unwelcome conduct based on an individual's sex, harassing conduct based on an individual's failure to conform to sex stereotypes.

**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:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

**Discriminatory Harassment:** unwelcome conduct by any member or group of the MUSC community on the basis of actual or perceived membership in a class protected by policy or law.

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

**Other Civil Rights Offenses:** threatening; intimidation; hazing; bullying; and discrimination.



## YOUR DUTY TO DISCLOSE

Certain employees are expected to immediately report actual or suspected Prohibited Conduct to appropriate University officials. Responsible Employees play an integral role in fostering a culture of accountability and helping prevent and respond to Prohibited Conduct. The following list includes the employees who are designated as Responsible Employees:

- All faculty members
- All employees who evaluate another, approve timecards or have "timekeeper" responsibilities
- All employees who provide departmental, divisional, or College-specific HR support
- Student workers who have supervisory responsibility whenever they learn of Prohibited Conduct in the scope of their employment
- All Campus Security Authorities (CSAs)

\* **Responsible Employees may not withhold information from the Title IX Coordinator.**

\*\* **CSAs must also report all Clery Act crimes to the Clery Act Coordinator: [cleryact@muscd.edu](mailto:cleryact@muscd.edu)**

## 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 complainant. A person against whom a report or complaint has been made is designated the respondent
- **Date, time, and location of the incident**
- **Description of the incident:** the more information the better



## WHAT HAPPENS WHEN YOU DISCLOSE?

- The complainant will be invited to have an informational meeting and will receive a written explanation of rights, options, and resources.
- Regardless of whether a formal resolution is pursued, we 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' faculty or parents
- Initiate a formal investigation
- Trigger a report to law enforcement

## BEST PRACTICES WHEN SOMEONE WISHES TO DISCUSS AN INCIDENT WITH YOU



- 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



## HOW TO REPORT PROHIBITED CONDUCT?

### Office Information

169 Ashley Avenue, Main Hospital NT 246  
Charleston, SC 29425  
[equity@musc.edu](mailto:equity@musc.edu)

### Title IX Email

[titleix@musc.edu](mailto:titleix@musc.edu)

### Online Incident Report Form

<https://tinyurl.com/musctitleixreport>



### Title IX Coordinator & Director of Civil Rights Compliance

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### Director of Equity, EEO & University Accessibility Services

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