

Report Sexual Misconduct and Harassment

As an EvCC faculty member or employee, you may receive disclosures regarding potential sexual or gender-based harassment from students or fellow employees. All College employees, excluding campus counselors, are considered Responsible Employees who must promptly notify the Title IX/EO Coordinator (**425-388-9271** or **titleixcoordinator@everettcc.edu**) regarding possible sexual or gender-based harassment or misconduct.

The role of a Responsible Employee is to report allegations of sexual harassment/violence that takes place on or off campus to the Title IX/EO Coordinator to maximize the institution's ability to address and eliminate sexual and gender-based misconduct. The Responsible Employee should NOT attempt to investigate the matter or determine if the reported conduct did in fact occur.

Responsible Employees should explain to the student/employee that they are not a confidential resource before a student/employee reveals something that they may wish to keep confidential. In emergency situations, where a person's health or safety is in immediate danger, call 911.

The purpose of the Responsible Employee Policy is to:

- Ensure that individuals consistently receive accurate information about the resources and options available to them.
- Enable individuals to have access to interim measures to address any emerging or ongoing challenges.
- Allow the College to proactively address any community safety concerns, including patterns of possible sexual or gender-based harassment.

When in doubt, contact the Title IX/EO Coordinator, submit a BIT report, or refer the student to a campus counselor.

Supporting Students and Colleagues in Distress

1. **LISTEN** if someone discloses to you
 - Affirm that College takes these issues very seriously, and that retaliation against anyone who raises an allegation of sex or gender-based misconduct is prohibited.
 - Inform the individual of your role as a Responsible Employee to share the information with the Title IX/EO Coordinator.
 - Ask if there are safety concerns. If yes, provide the individual with resources that offer immediate assistance, such as the Campus Security Office (425-388-9990 or PSU 226) or the Everett Police Department (425-257-8700).
2. **REFER** the affected party to support resources
 - Confidential resources include the Counseling and Student Success Center (425-388-9263, counseling@everettcc.edu or PSU 335), the Employee Assistance Program (360-753-3260), Domestic Violence Services of Snohomish County (24-hour crisis hotline 425-252-2873), Providence Intervention Center for Assault & Abuse (24-hour crisis hotline 425-525-4800).
3. **REPORT** promptly to the Title IX/EO Coordinator
 - The Title IX/EO Coordinator will assess the information provided and will take appropriate action. You do not need to take further action, except if you learn of new or related information.
 - A report to the Title IX/EO Coordinator will not necessarily lead to a full investigation. Any action is typically determined based on the complainant's choices. However, the Coordinator will make a safety assessment to determine if there is a safety risk to the community. If it is likely that there is continued risk, the Title IX/EO Coordinator may have to proceed without the complainant's consent.