

A Special Note About Minors

California law requires that all suspected child abuse and neglect, including sexual assault involving a person under the age of 18, be reported to law enforcement. The College requires all employees to notify the Title IX Coordinator or Campus Safety immediately when they become aware of or suspect abuse, neglect or sexual assault of a person under the age of 18.

Your Obligation

As a College employee* you have the responsibility to report to the Title IX coordinator any and all information you have or that has been shared with you about sexual harassment, sexual assault and sexual violence of any kind. Failure to do so violates Title IX and Occidental College policy and will subject you to discipline.

** The following employees have legally protected status as confidential resources and are exempt from this responsibility: Survivor Advocate, psychological counselors at Emmons Student Wellness Center, and ordained clergy at the Office for Religious & Spiritual Life.*

Resources

Oxy's Confidential Resources

Project S.A.F.E. Manager
and Survivor Advocate

Marianne Frapwell

323-259-1359

survivoradvocate@oxy.edu

Emmons Student Wellness Center
Psychological counselors

323-259-2657

Office for Religious & Spiritual Life

Rev. Dr. Susan Young

Rev. Heather Blackstone-Bartolome

323-259-2621

Oxy 24/7 Confidential Helpline

Staffed by professional counselors who can provide information and connect an individual to the appropriate services

323-341-4141

Report What You Know

Title IX Coordinator

Jennifer Broomfield

323-259-1338

jbroomfield@oxy.edu or

titleixcoordinator@oxy.edu

ACG Room 111

**Responsible
Employees at
Oxy**

Part of the Solution

OXY Occidental
College
Office of Title IX

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RESPONSIBLE EMPLOYEES AT OXY ARE...

- Faculty
- Staff, administrators and coaches
- Student resident advisors who have responsibility for the welfare of other students

THE POWER OF OUR COLLECTIVE COMMUNITY

Anyone—a student, faculty or staff member—who tells a responsible employee about an incident of sexual harassment or sexual violence has a right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

Oxy employees who communicate what they know or learn about instances of sexual harassment, sexual assault, and sexual violence increase the ability of the College to:

- empower individuals with the full range of information, access to services and support both on and off campus, and options for possible future actions.
- act to resolve the situation and eliminate the misconduct for the individual and in some cases the Oxy community.
- address the effects of the misconduct on the individual and the Oxy community, and take steps to prevent the misconduct from reoccurring.

RESPONSIBLE EMPLOYEES GIVE CONTROL – DIGNITY – CHOICE

When responsible employees take the time to listen to someone, extend their compassion and then contact the Title IX Coordinator, they alert the College that a member of the community is in need of assistance. This enables the Title IX Coordinator to reach out to that person with information, College and community resources, and available options. This empowers the person to decide for themselves what they want to do to address the situation, thereby restoring to them some of their dignity and control.

WHAT DO I DO AS A RESPONSIBLE EMPLOYEE?

LISTEN – SUPPORT – ACT

Listen

As early in the interaction as possible, let the person know that you have a responsibility to alert the Title IX Coordinator of the harassment or assault. If the individual prefers confidentiality, please refer them to a confidential resource (listed on the back of this brochure).

- Listen to the person and to their story.
- Refrain from...
 - making decisions for the person.
 - defining or labeling what happened (mirror the language they use).
 - promising any outcome.
 - asking too many questions that may confuse or alter a person's memory or be interpreted as blaming the person for what has happened to them.

Support

- If you encounter someone who is in need of immediate medical attention, call Campus Safety at 323-259-2599 or 911.
- Be patient, as it may be difficult for someone to talk about what has happened.
- Be compassionate and understanding even if you do not fully comprehend all that someone is trying to tell you.
- Be encouraging, and give the individual as much space to say what they want and need to say in their own way.

Act

Fill out the Title IX reporting form on the MyOxy portal (it will be found under the Employee Services tab) as soon as possible and no later than 24 hours after you receive information. If you have any questions contact Jennifer Broomfield, Title IX Coordinator at 323-259-1338 or titleixcoordinator@oxy.edu. The form requires you to provide any information that you have including:

- Name(s) of individuals involved
- Date, time and location
- Anything you were told about the incident
- Your contact information.

Take Care of Yourself

Be aware that you may experience strong feelings or concerns or be impacted in unexpected ways as a result of receiving information about harassment or assault. The Title IX Coordinator can provide information and resources to assist you.