

SEXUAL HARASSMENT/VIOLENCE REPORT FORM

What is sexual harassment?

Sexual harassment includes: rape, sexual assault, sexual exploitation, domestic and dating violence, and stalking.

Who is required to report sexual harassment?

Except as described below, any University employee, whether faculty or staff, who receives a complaint or otherwise learns about a possible incident of sexual harassment involving a member of the Shepherd University community as complainant or alleged perpetrator **must** complete this report form. Employees responsible for completing the report include student employees whose duties include supervision or teaching of other students (e.g., Resident Assistants, Teaching Assistants, Teaching Fellows, etc.).

You may also use this form to report an incident of sexual harassment if you are the complainant or if you are not a Shepherd University employee.

Are there University employees who may keep reports of sexual harassment confidential?

An employee who becomes aware of a complaint of sexual harassment while acting in his or her capacity as a member of the clergy, counseling services, health services, or the University Ombudsperson may keep reports of sexual harassment confidential pursuant to the employee's professional and legal obligations, **unless** the complainant requests that the employee report the complaint.

What if a complainant requests confidentiality?

Even if a complainant requests confidentiality or is unwilling to proceed with a complaint, Shepherd University employees are required to report the complaint to the Title IX Coordinator. If confidentiality is requested, the University will take reasonable steps to investigate and respond to the complaint, consistent with the complainant's request. In all cases the University will weigh its responsibility to provide a safe and nondiscriminatory environment against the complainant's request for confidentiality. The determination of whether and how to proceed will be made by the appropriate University official in consultation with the complainant.

What resources are available to complainants?

The University's Victim Resource Center can be located at <http://www.shepherd.edu/safweb/SUIVRC/> and describes resources available to a complainant. In cases involving sexual violence, the complainant may also wish to contact a victim advocates at the Eastern Panhandle Empowerment Center (EPEC) <https://epecwv.org/>. The complainant also has a right to file both an internal complaint and a criminal complaint.

What happens with the information I provide?

This report will be submitted to the University's Title IX Coordinator, Annie Lewin, who will determine the next steps for prompt and equitable resolution. Please contact her at (304) 876-5041 or alewin@shepherd.edu if you have any questions.

What should I do with the completed report form?

Please provide the information requested on the other side and deliver the completed form to:

Annie Lewin
Director of Social Equity, Inclusion, and Title IX
Gardiner Hall, Room 120
304-876-5041
Shepherd University

*This form can also be submitted by Secure Mail to
alewin@shepherd.edu *

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COMPLAINANT'S INFORMATION (if different from reporter):	
Complainant's Name:	Complainant's Affiliation to SU (student, faculty, staff, unaffiliated):
Complainant's Contact Information (if available):	
<u>Telephone:</u>	<u>Email:</u>
OFFENDER(S) INFORMATION:	
Offender's Name (if known):	Offender's Affiliation to SU (student, faculty, staff, unaffiliated):
INCIDENT INFORMATION:	
Date and Time of Incident:	Location of Incident:
Brief Description of Incident (nature of conduct, context or circumstances, such as spring break trip, on campus event, off campus party, etc.):	
REPORTER'S INFORMATION (required):	
Reporter's Name:	Date of Report:
Reporter's Affiliation to SU (student, faculty, staff, unaffiliated):	Reporter's Contact Information:
	<u>Telephone:</u>
	<u>Email:</u>