

SEXUAL VIOLENCE & SEXUAL HARASSMENT REPORTING

A SHORT GUIDE FOR STAFF AND FACULTY

Sexual harassment and sexual violence (sexual assault, relationship violence and stalking) are against the law and UC Policy. The UC Policy on Sexual Violence and Sexual Harassment requires employees to report sexual harassment or sexual violence. Review the UC Policy at <https://sexualharassment.ucla.edu/about-title-ix/policies-and-your-rights>

REPORTING FOR NON-SUPERVISORY EMPLOYEES

If, in the course of your work, you become aware of a student experiencing sexual harassment, sexual assault, relationship violence or stalking, you **must** promptly contact the **UCLA Title IX Director** at (310) 206-3417 or titleix@equity.ucla.edu.

REPORTING FOR SUPERVISORS, MANAGERS, HR AND ACADEMIC PERSONNEL

If, in the course of your work, you get a report of sexual harassment, sexual assault, relationship violence or stalking from anyone affiliated with UCLA, you **must** promptly contact the **UCLA Title IX Director** at (310) 206-3417 or titleix@equity.ucla.edu

You do not need to be certain that the incident constitutes sexual harassment or sexual violence, and you should not investigate. The Title IX Coordinator will assess the information and determine next steps.

DETAILS YOU MUST REPORT

You must share with the Title IX Coordinator whatever information has been shared with you, including the names of any individuals

involved, their contact information, and the details of the incident.

REQUESTS FOR CONFIDENTIALITY

If a student requests to speak to you confidentially, you should tell the person that you cannot keep reports of sexual harassment or sexual violence confidential, and must report them to the Title IX Coordinator who will consider requests for confidentiality. You should tell the person that there are confidential resources that are available to them.

SUPPORT

If a person who has experienced sexual violence or sexual harassment tells you they are unsure what do next, refer them to the confidential **CARE Advocates**, who serve survivors of sexual violence and sexual harassment, or one of the confidential resources listed on the right.

REPORT

If someone wants to formally report an incident sexual violence or sexual harassment, refer the person to **UCLA Title IX Office**, titleix@equity.ucla.edu or (310) 206-3417. If someone wants to report a crime, refer them to **UCPD**, (310) 825-1491.

Confidential Resources

CARE ADVOCATE- Advocacy Office for Sexual and Gender Based Violence and Misconduct.
205 Covell Commons
(310) 206-2465 | CARE@careprogram.ucla.edu
www.careprogram.ucla.edu

CAPS (COUNSELING AND PSYCHOLOGICAL SERVICES) –John Wooden Center West, 1st Floor.
(310) 825-0768, Counselors available by phone 24/7
www.counseling.ucla.edu

RAPE TREATMENT CENTER, SANTA MONICA – UCLA MEDICAL CENTER –
Free medical treatment and counseling
(424) 259-7208
www.rapetreatmentcenter.org

STUDENT LEGAL SERVICES –
Confidential legal advice for students
A239 Murphy Hall
(310) 825-9894
www.studentlegal.ucla.edu

STAFF AND FACULTY COUNSELING CENTER–
10920 Wilshire Blvd., Suite 380
(310) 794-0245
www.chr.ucla.edu/employee-counseling

OFFICE OF OMBUDS SERVICES –
Strathmore Building, 501 Westwood Plz, Ste 105
(310) 825-7627
www.ombuds.ucla.edu

HOW TO DESCRIBE YOUR RESPONSIBLE EMPLOYEE OBLIGATION

“UCLA prohibits sexual violence and sexual harassment. Under UC Policy, I am a ‘Responsible Employee.’ That means that I am someone who is trained to recognize issues of sexual violence and sexual harassment, and must pass on to the school’s Title IX Coordinator any instances that I see or hear about, including things that you may tell me.”

“We do this to ensure that UCLA provides a safe environment for everyone in our community and to provide help to anyone who has been subjected to sexual violence or sexual harassment.”

“I am a resource for you but I want you to know that if you tell me about something that happened to you or someone else, I can keep the information private but I can’t promise confidentiality because I will inform the Title IX Coordinator of sexual violence or sexual harassment.”

“If you want to talk with someone who can keep it confidential, I encourage you to contact the CARE Advocate who provides confidential support and advocacy for those who have experienced sexual violence or sexual harassment.”

CARE Advocate

330 De Neve Drive

(310) 206-2465

care@careprogram.ucla.edu

There are other confidential resources as well, including CAPS for students and Staff and Faculty Counseling Center for employees.

- **CAPS - (310) 825-0768. Counselors available by phone (24/7)**
- **Staff Faculty Counseling Center – (310) 794-0245.**