

# Sexual Violence and Sexual Harassment - Staff FAQs

## How can staff report incidents?

- If it's not clear where to start and it would be helpful to explore reporting options, consider working with a [confidential resource](#), such as the [Staff Ombuds Office](#), [a confidential CARE advocate](#), or the [Employee Assistance Program \(formerly CARE Services\) for Faculty and Staff](#). These resources can assist with safety concerns, provide more in-depth information about the administration (on-campus) and law enforcement reporting, and can ensure each member of our community receives the care and support they deserve. Confidential CARE advocates provide affirming, empowering, and confidential support for survivors of sexual assault and harassment. Advocates bring a non-judgmental, empathetic approach to exploring all options, rights, and resources.
- To notify the campus about sexual harassment and/or sexual violence, consider connecting with [the Office for the Prevention of Harassment and Discrimination \(OPHD\)](#).
- You can also report incidents to your manager. Please be aware that managers and supervisors are "responsible employees," and as such, must provide any details regarding alleged sexual harassment and/or violence to Office for Prevention of Harassment and Discrimination (OPHD).

## Who are "responsible employees?" Who is required to report sexual harassment cases?

- The following who, in the course of employment, receive a report of Prohibited Conduct from any other person affiliated with the University shall notify the Office for the Prevention of Harassment and Discrimination:
  - Managers and Supervisors, including Deans, Department Chairs, and Directors of Organized Research Units (ORU)
  - Campus Police
  - Human Resource Administrators, Academic Personnel, and Title IX Professionals
  - Faculty members

## What if an incident is reported to me?

- Any person may make a report of Prohibited Conduct to the OPHD or to any Responsible Employee. If information is provided to you, please offer the resources listed above, describe your responsibility to share information with OPHD, and connect the individual with the Confidential CARE Advocate. Subsequently, please connect promptly with OPHD, via e-mail, phone, or face to face, to provide the details about the alleged behavior.

## Definitions

- Not sure what is meant by consent, sexual violence, sexual harassment, or what else might be considered "prohibited behaviors?" They are explained on pages 3-5 of the UC policy on Sexual Violence & Sexual Harassment, section II.B (Prohibited conduct) at: [UC Office of the President Policy](#)

## What is the process for resolving complaints?

- OPHD has summarized the process [in this flowchart](#).

## FAQs:

- Beginning on page 17 of the UC policy on Sexual Violence & Sexual Harassment there is a list of frequently asked questions [UC Office of the President Policy](#).

NOTE: this flyer is also [available online](#) at the HR website

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