A Guide for Managers and Supervisors Responding to Employees Sexual Harassment/ Gender Based Violence/ Stalking

Your Role: RESPONDING

Supervisors and faculty are looked upon in a unique manner and are well positioned to assist employees or students experiencing sexual misconduct, dating or gender based violence, or stalking. You are often in a position to see warning signs—absence or decreased participation at work. In addition, you may be one of the first people a employee or student may confide in, so it is important to be prepared and to know how to handle a disclosure.

Listen and avoid judgmental questions - it is important that the person not feel blamed for what happened.

Tell the person you believe them - you are not an investigator, and they are trusting you.

Refer the person to resources - you are not an expert, but you can play a critical role in assisting the person to connect with the experts who can provide advocacy and support. If it is an employee, the first call should be to Human Resources.

Be flexible - the person may need to miss deadlines or work to seek assistance. Your support will be invaluable.

Your Role: PREVENTION

As a respected and important member of the Bowdoin community, you play an important role in shaping a culture and environment that is free from interpersonal harassment or violence.

- You are role models of respectful, unbiased behavior to fellow staff, students, faculty members, alums and visitors.
- Speak up if you see inappropriate behavior or hear anyone making sexist remarks or jokes about rape or anything sexually explicit.
- Know the Title IX representatives:
  Tama Spoerri - Human Resources
  Benje Douglas - Student Affairs
  Elizabeth McCormack - Academic Affairs

PRIVATE RESOURCES

“ I want to confide in someone and it is okay if they need to tell the Title IX Coordinator.”

- Employee Assistance Program (EAP): 800.647.9151 and AnthemEAP.com
- Primary Care Physician
- Sexual Assault Support Services of Mid Coast Maine (SASSMM): 800.822.5999

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3 STEP PROCESS FOR RESPONDING TO EMPLOYEES
Sexual Harassment/ Gender Based Violence / Stalking

Step 1: CARE

Care for the employee

- Show concern
- Listen without judgment
- Avoid questions that imply fault
- Offer support

“I’m sorry this happened. Thank you for telling me.”

Step 2: CONNECT

Connect the employee with resources

Reporting Options:

- Confidential vs Private Resources - (contact listing on reverse side)
- Sexual Assault Support Services of Mid Coast Maine (SASSMM) - 800.822.5999
- Family Crisis Center - 866.834.4357

“There are a number of resources or places you can reach out to for more information & support.”

Step 3: CONTACT

Contact the Title IX Coordinators

- You must report the incident for follow-up and tracking purposes.
- Title IX Coordinator:
  Benje Douglas x5189
  Cell 207.798.0209
- Deputy Title IX Coordinators:
  Tama Spoerri x3838
  Elizabeth McCormack x3578

“I have an obligation to notify the Title IX Coordinator. I want to assure you that this means someone will reach out to you to offer you assistance, reporting options and resources. As much as possible any steps taken will remain your decision.”

POLICY RESOURCES

- Employee Handbook
  http://www.bowdoin.edu/hr
- Title IX Policy
  http://www.bowdoin.edu/hr/handbook/general-policies/Title%20IX%202.shtml
- Freedom from Discrimination, Harassment, Sexual Misconduct and Gender Based Violence Policy
  http://www.bowdoin.edu/hr/handbook/general-policies/freedom-from-harrassment.shtml
- Student Handbook
- Student Sexual Misconduct & Gender Based Violence Awareness and Prevention Resources
  http://www.bowdoin.edu/title-ix/index.shtml
- Student Sexual Misconduct & Gender Based Violence Policy