A GUIDE FOR MANAGERS AND SUPERVISORS
RESPONDING TO EMPLOYEES
SEXUAL HARASSMENT/ GENDER BASED VIOLENCE/ STALKING

Your Role in 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 in 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

CONFIDENTIAL RESOURCES

“I want to think this through with someone who can keep this as confidential as possible.”

- Employee Assistance Program (EAP)  
  AnthemEAP.com—800.647.9151
- Primary Care Physician
- Sexual Assault Support Services of Midcoast Maine (SASSMM)—800-822-5999
- Family Crisis Center—866.834.4657

PRIVATE RESOURCES

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

- Title IX Coordinator, Benje Douglas, Director of Gender Violence Prevention & Education x5189
- Deputy Title IX Coordinator, Tama Spoerri, Vice President for Human Resources x3838
- Deputy Title IX Coordinator, Elizabeth McCormack, Dean for Academic Affairs, x3578
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 Midcoast Maine (SASSMM) - 1-800-822-5999
◇ Family Crisis Center 1-866-834-4357

“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, Director of Gender Violence Prevention & Education, Benje Douglas x5189
   Cell (207)798-2090
◇ Deputy Title IX Coordinators
   Tama Spoorri x3838, Elizabeth McCormack x 3578

“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 Sexual Misconduct & Gender Based Violence Awareness and Prevention Resources http://www.bowdoin.edu/title-ix/index.shtml
Student Sexual Misconduct & Gender Based Violence Policy