



WESTERN MICHIGAN  
UNIVERSITY

# Responding to a Sexual Misconduct Report

## A Resource for WMU Designated Responsible Employees

Western Michigan University requires that all Responsible Employees immediately report allegations of violation of the sexual misconduct policy to the Title IX Coordinator (Felicia Crawford) or Institutional Equity designee. This connects a Complainant to information and resources and enables the University to take appropriate action to eliminate, prevent and address any hostile environment that may exist. Reporting responsibility applies to behavior that you observe directly or are notified about verbally, in writing or through electronic communication.

### Prohibited behaviors include:

- Sexual Harassment
- Sexual Assault
- Nonconsensual Sexual Contact
- Sexual Exploitation
- Harm to Others
- Stalking
- Intimate Partner Violence
- Retaliation

From the WMU Sexual and Gender-Based Harassment and Violence, Intimate Partner Violence, and Stalking Policy and Procedures

### If a student, co-worker or visitor asks to tell you something confidentially:

- 1) Let the person know that you have an obligation to share information about certain behaviors to university officials. You will safeguard their privacy and only share information with a small circle of individuals who are directly involved in the resolution of the matter.
- 2) The person may share information confidentially with health care providers on campus or in the community, without reporting obligations. The intent is not to discourage disclosure to you, but to give information so the person can decide what to disclose to whom, and when.
- 3) If there is concern for the person's safety, contact WMU Public Safety at (269) 387-5555.
- 4) Listen. There is no need to ask investigatory questions, provide counseling or make judgements about what happened. This person sought you out as a trusted source to listen.
- 5) Encourage the person to seek help through available resources appropriate for the situation. This may include Sindecuse Health Center at (269) 387-3287, HelpNet Employee Assistance Program at (269) 372-4500 or (800) 523-0591, YWCA Sexual Assault Program at (269) 385-3587 (24-hour crisis line).
- 6) Share all known details of the incident (date, time, location), the names of the parties involved, and a brief description of the incident with Institutional Equity (1220 Trimpe), by telephone at (269) 387-6316, through an online report at [wmich.edu/sexualmisconduct](http://wmich.edu/sexualmisconduct) or by email ([felicia.crawford@wmich.edu](mailto:felicia.crawford@wmich.edu)).

For additional information including a list of Responsible Employees and referral resources, view the Policy at [wmich.edu/sexualmisconduct](http://wmich.edu/sexualmisconduct). An online training module on Preventing Discrimination and Sexual Violence is available for all faculty and staff at [wmich.edu/sexualmisconduct/education](http://wmich.edu/sexualmisconduct/education).

If you are ever unsure of what to do about a report or an allegation of sexual misconduct, contact Institutional Equity at (269) 387-6316.