

Office of Title IX Resource Card

*Resources and Polices for
Faculty, Staff, and Students*

Sexual Harassment

- Quid pro quo sexual harassment or hostile work environment
- Sex- or gender-based discrimination
- Sexual assault
- Stalking
- Domestic or dating violence
- Retaliation



SCAN ME

For more information, access
our ***Sexual Harassment Policy*** at
<https://earlham.edu/office-of-title-ix/>

If Someone Tells You They Have Experienced Sexual Misconduct

What to Do

1. The person's health and safety should be your primary concern. If the person's safety is of immediate concern, contact 911 then Public Safety at 765.983.1400.
2. If someone tells you that they have experienced sexual misconduct, first offer them support then decide to act and choose an appropriate course. Listen with empathy and encourage them to seek help and counseling as soon as possible.
3. **Tear this card at the perforation.** Keep this half of the card for your information, and provide the other half to the person who has experienced misconduct.
4. If you are an employee, report the incident to the Title IX Coordinator at 765.983.1317 or Deputy Coordinator at 765.983.1899 as directed on the back of this card.
5. If there is any question about how to proceed after a conversation with someone who has experienced sexual misconduct, please consult with the Title IX or Deputy Coordinator.

If You Have Experienced Sexual Misconduct

What to Do

A person who experiences sexual misconduct should consider the following immediate actions:

- Contact Public Safety at 765.983.1400 or Richmond Police at 911. If you are abroad, contact Emergency Services in the city in which you are located.
- Seek medical attention at Earlham Health Services, Reid Health, or the nearest emergency room. Request a Sexual Assault Nurse Examiner (SANE) assessment up to 72 hours after a sexual assault before showering or bathing.
- Report the situation to the Title IX Coordinator at 765.983.1317 or Deputy Coordinator at 765.983.1899 or via our online [Incident Report Form](#).
- Contact a trained, experienced counselor or other Confidential Resource (See reverse side). Parents, relatives, close friends, or one of the on- or off-campus resources are recommended for support.
- Preserve evidence in case you choose to pursue criminal charges. Evidence could include clothing, bedding, letters, photos, emails, text messages, or social media posts.

What to Know

Earlham College prohibits sexual misconduct, including sex- and gender-based discrimination and sexual harassment, and makes a commitment to the safety and well-being of all community members.

There are informal and formal routes to reporting, investigation, and support from the Office of Title IX.

You have the right to choose to whom you will speak, what you will say, and when you will say it. You may present with a support person for any report, interview or consultation.

It is **your choice** whether to name the other person(s). Doing so helps with investigation of policy violation and maintenance of a safe campus community but you may also keep names confidential if you so choose.

Your information will be kept **private** and only shared on a **need-to-know basis**. You will be informed throughout the process, so you know what will happen and who will be involved.

If You Have Been Sexually Assaulted, Harassed, or Discriminated Against

On-Campus Resources

Department of Public Safety (24 hrs) 765-983-1400

- Public Safety Officer
- Student Life Team Member On-Call

Office of Title IX 765-983-1317

Office of Student Life 765-983-1311

Office of Residence Life 765-983-1317

Confidential:

Health Services 765-983-1328

Counseling Services 765-983-1432

Office of Religious Life 765-983-1386

Ombudsperson 765-983-1875

Policy on **Sexual Harassment** can be found at <http://earlham.edu/wp-content/uploads/2021/03/Sexual-Harassment-Policy-and-Procedures-2020.pdf>

Off-Campus Resources (All 24 hrs)

Richmond Police: 911 or 765-983-7247

Reid Health*: 1100 Reid Pkwy or 765.983.3000
*For SANE Examinations

A Better Way Crisis Support: 15 S 11th St or 765.288.HELP(4357) or text 988 for assistance

National Center for Victims of Crimes (Stalking Resource Center): 1.202.467.8700 or victimsofcrime.org

National Sexual Assault Hotline--RAINN (Rape, Abuse, and Incest National Network): 1.800.656.HOPE (4673) or rainn.org

National Resource Center on Domestic Violence Hotline: 1.800.799.SAFE (7233) or thehotline.org

Indiana Coalition to End Sexual Assault & Human Trafficking: 317.624.2370 or icesaht.org

Keep ↑ TEAR ↓ Share ↑

If Someone Tells You They Have Experienced Sexual Misconduct

Who Needs to Report?

All College employees are Mandatory Reporters (MR), including Resident Assistants, Hall Directors, and Student Course Facilitators. MRs are **obligated** to report incidents of sexual misconduct directly to the Office of Title IX within 48 hours of receipt of the disclosure by phone, email or incident form.

The only exceptions are those few employees who operate with statutorily-protected confidentiality (i.e., Health Services, Counseling Services, Religious Life, and the Ombudsperson).

See the *'Employee Guidance For Responding to Sexual Harassment Disclosures'* for more information.

Why Do Employees Need to Report?

- To ensure that the Complainant, Respondent, and Witnesses have access to available resources
- To identify individuals displaying patterns of disrespectful, harmful, and/or predatory behavior
- To address patterns and remedy systematic problems for the safety and security of our campus
- To maintain compliance with federal regulations, state law, and College policy and procedure

What to Say

There are many resources available to help you, both at the College and in the community. Some resources are strictly **confidential**.

College employees are required by law to contact the Title IX Coordinator who can meet with you to help you take care of your personal safety and physical and emotional well-being, direct you to resources, and explain reporting and resolution options.

The Title IX Coordinator will keep your information private and will only share it with those who need to know. They will keep you informed of the process and discuss next steps in a way that makes you feel involved and in control.

Non-Retaliation Policy

Earlham College has a **zero tolerance** policy for sexual misconduct and retaliation for the assertion of rights under Title IX. Community members can expect swift and appropriate action if any student or employee retaliates against someone for raising or responding to allegations of sexual misconduct.