RECOGNIZING AND REPORTING PROHIBITED CONDUCT

PROHIBITED CONDUCT @ APPALACHIAN STATE UNIVERSITY

Appalachian State University has policies to ensure the ethical and equitable treatment of all employees and students. To that effect, the following types of conduct are expressly prohibited:

1. Gender-Based Harassment, Discrimination, and/or Violence
2. Non-Consensual Sexual Contact
3. Non-Consensual Sexual Intercourse
4. Sexual Exploitation
5. Sexual Harassment
6. Relationship Violence
7. Stalking
8. Retaliation

RESPONSIBLE EMPLOYEES are required to report all incidents of aforementioned Prohibited Conduct to the Title IX Coordinator within 24-hours of learning of the alleged misconduct.

RESPONSIBLE EMPLOYEES cannot promise confidentiality and therefore must report all known incidents to the Office Title IX Compliance. The University is obligated to review every incident of gender-based harassment and violence.

RESPONSIBLE EMPLOYEES must report misconduct within 24-hours to the Office of Title IX Compliance through one of the following options are available:

- Online at titleix.appstate.edu
- Email at titleix@appstate.edu
- Phone at 828.262.2144

Please provide names of those involved, their contact information, and relevant details regarding the Prohibited Conduct.

By reporting the Prohibited Conduct, Appalachian can provide accommodations and support while also ensuring the safety and wellbeing of our campus community. We work systematically to address the prohibited conduct, redress its effects, and prevent its recurrence.

QUICK NOTE ON BEING A MANDATED REPORTER - Under North Carolina Law, any person who has cause to suspect that any juvenile is abused, neglected, or dependent or has died as a result of maltreatment must make a report to the appropriate Child Protective Services Agency.

For more information, please visit http://www.nccasa.org/cms/resources/criminal-statutes/mandatory-reporting-in-nc
RESPONDING TO A DISCLOSURE

✓ Thank the person for sharing the information
✓ Communicate empathy such as “I am here to help”
✓ Acknowledge the strength it took to come forward
✓ Explain your reporting obligations under the law as a Responsible Employee such as “To help ensure your safety and well-being, and that of others, I need to share this information with my colleagues in the Office of Title IX Compliance. They will reach out to you to provide support, accommodations, and information.”
✓ Assess if there is an immediate threat to the individual’s safety and whether they need medical attention. IF NECESSARY, call University Police.
✓ Encourage individual to obtain confidential support
✓ If details were shared, document the who, what, when, and where of the Prohibited Conduct and ensure information is included in your report
✓ Ensure all information gets to the Title IX Coordinator by filing your report as soon as possible

DO NOT...

✗ DO NOT be dismissive or minimize the situation
✗ DO NOT promise the person confidentiality or anonymity
✗ DO NOT conduct an investigation into the allegations
✗ DO NOT confront the individual accused or notify them of the allegations
✗ DO NOT discourage the student from filing a complaint with the university or law enforcement
✗ DO NOT mediate between the parties
✗ DO NOT violate the parties’ privacy by telling others who do not need to know

Quick Tips for Response

1. **STOP**: Stop everything else and provide a safe space for the person.
2. **LISTEN**: Give your full attention. Demonstrate empathy. Avoid intrusive questions.
3. **SUPPORT**: Provide information on their resources and options. Inform them of your obligation to report and next steps in the process.
4. **REPORT**: Report to the Title IX Coordinator within 24-hours.

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**Reporting**

- **Office of Title IX Compliance**
  - 123 IG Greer
  - 828.262.2144
  - https://titleix.appstate.edu
- **Appalachian State University Police**
  - 911 or 828.262.2150
  - https://police.appstate.edu

**Confidential Support**

- **Counseling & Psychological Services**
  - 1st Floor, Miles Annas Building
  - 828.262.3180
  - https://counseling.appstate.edu
- **OASIS, Inc.**
  - 828.262.5035 24-hr Hotline
- **University Ombuds Office**
  - 236A IG Greer
  - 828.262.2559
  - https://ombuds.appstate.edu
- **Student Legal Clinic**
  - 324 Plemmons Student Union
  - 828.262.8284
  - https://legalclinic.appstate.edu

**Confidential Medical Resources**

- **MS Shook Student Health Service**
  - 2nd Floor, Miles Annas Building
  - 828.262.3100
  - https://healthservices.appstate.edu
- **Watauga Medical Center**
  - 336 Deerfield Rd, Boone
  - 828.262.4100
  - www.apphrhs.org