

RESPONSIBLE EMPLOYEES

What you need to know in 5 minutes

As a Responsible Employee, before and while discussing details of any incident which could be sexual misconduct with the individual, you should:

- 1. Affirm** - you are there to help, but you must report the incident, including names, if known, to IECC's Title IX Coordinator. This does not necessarily mean a formal complaint or investigation will be initiated if the individual requests confidentiality.
- 2. Assist** in reaching confidential advocacy, counseling and other support services, resources for medical attention and/or to file a police report with IECC or local law enforcement, if desired.
- 3. Inform** - a Title IX complaint can be filed directly with IECC's Title IX Coordinator. Confidentiality will be protected to the extent possible.
- 4. Be Supportive** and listen. Take notes so you can accurately report to IECC's Title IX Coordinator.
- 5. Remind** the individual you will be reporting the incident to the IECC Title IX Coordinator, and they will be contacted about the incident. The Title IX Coordinator will provide additional assistance, resources, and accommodations, as necessary and appropriate.
- 6. Promptly report** to the Title IX Coordinator the names of the alleged perpetrator and victim, witnesses, relevant facts, and any safety concerns.

Title IX Confidential Advisors



CAISA

Provides free counseling for survivors of sexual abuse/assault.
Serves OCC, WVC, and LTC.
Olney office: 618-879-2130
Robinson office: 618-544-9379
After hours crisis line: 888-345-2846



SAFE

Provides free counseling for survivors of sexual abuse/assault.
Serves FCC.
Mt. Vernon office: 618-316-7017
After hours crisis line: 800-625-1414



IECC Title IX Coordinator

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www.iecc.edu/titleix