

# **REPORTING BY UNIVERSITY EMPLOYEES OF DISCLOSURES RELATED TO DISCRIMINATION AND HARASSMENT**

## **Policy Statement**

Northwestern prohibits discrimination and harassment on the basis of race, color, religion, creed, national origin, ethnicity, caste, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, height, weight, or any other classification protected by law (referred to as protected statuses or protected characteristics) and sexual misconduct (collectively, Prohibited Conduct) in the educational programs or activities Northwestern operates, including but not limited to matters of admissions, employment, housing, or services. University employees who have witnessed or may otherwise have knowledge of prohibited conduct must report such conduct to the University unless such employees qualify as Confidential Employees. All students are strongly encouraged to report instances of prohibited conduct that they have experienced, witnessed, or may otherwise have knowledge of to the University.

## **Purpose**





and Title IX Compliance or to anyone else, except with written permission of the Reporter/Complainant or when such disclosures are permitted or required by applicable law (e.g.,

- d. Inform Reporters who are considering disclosing or have disclosed information about alleged prohibited conduct

prohibited conduct, the Responsible Employee should instead refer the Reporter to a Confidential Employee or pro

Disclosures made under the following circumstances are not subject to these reporting requirements:

- (1) incidents of prohibited conduct)  
online platform sponsored by the University;
- (2) During an individual bject in an Institutional Review Board-approved human subjects research study designed to gather information about conduct that could constitute Prohibited Conduct.

## 2. University Actions Following Receipt of Report

Upon receipt of a report of alleged Prohibited Conduct, the Office of Civil Rights and Title IX Compliance must promptly contact the Complainant, if known, to discuss the availability of Supportive Measures, Supportive Measures, inform the Complainant of the availability of Supportive Measures, offer and coordinate supportive measures as appropriate for the Complainant, notify the Complainant (or Reporter if Complainant is unknown) of the resolution options and applicable process of resolution, including the availability of alternative resolution.

## 3. External Reporting of Prohibited Conduct

A Responsible Employee should not disclose information to law enforcement without the

being of members of the University community; (2) where an incident has already been reported to law enforcement; or (3) as otherwise required by law. If law enforcement contacts a Responsible Employee requesting information, the Responsible Employee should refer law enforcements directly to the Associate Vice President for Civil Rights and Title IX Compliance and the Senior Associate Vice President & Chief of Police, Safety, & Security.

## II. Anonymous Reporting

Responsible Employees are not permitted to submit an anonymous report to discharge their responsibilities.

Although the University encourages individuals to report prohibited conduct, any individual (except a Responsible Employee discharging their reporting obligations) may make an anonymous report by:

Submitting a report through the Office of Civil Rights and Title IX Compliance reporting forms

[www.northwestern.edu/NUReportDiscrimination](http://www.northwestern.edu/NUReportDiscrimination)

[www.northwestern.edu/NUReportSexualMisconduct](http://www.northwestern.edu/NUReportSexualMisconduct)

-party service for reporting complaints,

including anonymous complaints

EthicsPoint

Phone: (866) 294-3545

Website: <https://www.northwestern.edu/risk/compliance/report-a-concern/ethicspoint.html>

Mailing or delivering a letter to the Office of Civil Rights and Title IX Compliance without including identifying information;

