Published on *University of Colorado* (https://www.cu.edu)

Who is Required to Report [1]

All employees with the authority to hire, promote, discipline, evaluate, grade, formally advise, or direct faculty, staff, or students are considered "responsible employees" and must report alleged misconduct to OERC. This includes all university employees with supervisory authority.

While a responsible employee must report on behalf of others, they can decide whether to report behavior they personally experience.

This means:

- A responsible employee who becomes aware of alleged behavior related to sexual misconduct (including sexual assault, exploitation, and harassment), intimate partner violence (dating and domestic), stalking, discrimination, harassment, or related retaliation involving any member of the CU community must report it to OERC.
- Responsible employees, by definition, are mandatory reporters and must relay all the information disclosed to them to OERC. This includes:
    - Name of the person allegedly subjected to misconduct
    - Name of the person alleged to have engaged in misconduct
    - Name of any alleged witnesses
    - Any other relevant facts, including the date, time, and specific location of the alleged incident.
- This applies whether the member of our community is the person who was subjected to misconduct or the person accused of misconduct.
- This applies regardless of where or when an incident occurred, including if it happened off campus and/or before they became a member of the campus community.
- This applies regardless of how the information was conveyed to a responsible employee (whether spoken, written, or through a third party).

Why are responsible employees required to report?

- To ensure a safe and nondiscriminatory environment for the community, and ensure that impacted individuals understand their rights, can explore the range of options for resolution, and receive appropriate support resources.
- Even if an impacted individual does not want to move forward with an informal or formal process, OERC provides support and safety measures, such as changes to working environments.
- Visit the Support and Resources page for more information about campus and community resources.

What Happens When a Report is Made

[2]

Who is Required to Report

[1]

Report to OERC

Phone: 303-860-5633
Email OERC [4]
Online Form [5]

About Anonymous Reporting

People can contact OERC to talk generally about a concern without revealing the identity of the individuals involved to better understand the options for addressing the situation. Individuals can also report anonymously for themselves through the online form. Limited action can be taken based on anonymous reports.

Responsible employees reporting for someone else may not report anonymously.

Groups audience:
Office of Ethics, Risk and Compliance

Source URL:https://www.cu.edu/compliance/reporting-resolutions/who-required-report

Links
[1] https://www.cu.edu/compliance/reporting-resolutions/who-required-report
[2] https://www.cu.edu/compliance/reporting-resolutions/making-report
[3] https://www.cu.edu/compliance/reporting-resolutions/what-happens-when-report-made
[4] mailto:CUSystemReport@cu.edu [5] https://www.cu.edu/compliance/forms/oerc-protected-class-discrimination-and-sexual-misconduct-reporting-form