# OVPRI DEIC’s Reporting Guidance

* If an OVPRI staff member brings concerns to the group, we listen and provide constructive feedback or resources respectfully.
* We do not tolerate harassment of any kind. This includes, but is not limited to, harassment based on ethnicity, race, gender, gender expression, age, ability, language, political beliefs, job title, religion, or sexual orientation. Harassing behavior includes, but is not limited to, derogatory comments related to any of these axes; visual insults including sexual imagery in the workplace or presentations, derogatory posters, or cartoons; intimidation; stalking; physical interference with normal work or movement; unwanted or unsolicited photography or recording; lewd comments or propositions; unwelcome physical contact; or unwanted sexual attention.
* If an OVPRI staff member brings concerns of harassment to the committee, we will listen thoughtfully to their concerns and provide as much support or access to resources as possible. OVPRI staff include committee members.
* If committee members are the cause of concern, confidential resource reporting information for employees can be found at: [*https://investigations.uoregon.edu/employee-resources#employee-confidential*](https://investigations.uoregon.edu/employee-resources#employee-confidential%C2%A0)

## General University-Wide Reporting Resources

The University of Oregon has different reporting resources depending on the type of concern. We recommend referencing the [How to Get Support chart](https://investigations.uoregon.edu/how-get-support) offered by [The UO Office of Investigations and Civil Rights Compliance](https://investigations.uoregon.edu/). You are also welcome to reach out to the OVPRI’s Director of Human Resources ([kharvey@uoregon.edu](mailto:kharvey@uoregon.edu)) to help find the proper reporting resource.

## Guidance for Role-Specific Reporting Requirements

Every university employee is classified into one of the following categories, each with specific reporting obligations for all forms of prohibited discrimination, regardless of whether the disclosure is made by a student or employee.

### Designated Reporters

Designated reporters are employees with authority to address prohibited conduct. Designated reporters should submit reports of discrimination, harassment, and retaliation using [OICRC’s online reporting form](https://cm.maxient.com/reportingform.php?UnivofOregon&layout_id=7). Most faculty are not designated reporters. A list of designated reporters by title can be found on this [webpage](https://investigations.uoregon.edu/list-designated-reporters). If a student discloses sex- or gender-based harassment or violence, after you have met with the student, please take a moment to complete the [Designated Reporter Checklist](https://investigations.uoregon.edu/files/designated_reporter_checklist_10.01.21.pdf) to document your conversation.

In OVPRI, unit directors or above are designated reporters; if you have questions about your classification, please contact the chief of staff.

### Assisting Employees

### Nearly all members of DEIC are Assisting Employees (unless they are a unit director). Most employees, including most faculty, are considered assisting employees under the Prohibited Discrimination and Retaliation Policy. Assisting employees should not share disclosures of prohibited discrimination with OICRC unless the information conveyed suggests a threat to the health or safety of any person. However, assisting employees should explicitly ask the person making the disclosure whether they want assistance with submitting a report to OICRC. Assisting employees are required to provide the person making the disclosure with information about support resources. If a student discloses sex- or gender-based harassment or violence, after you have met with the student, please take a moment to complete the [Assisting Employee Checklist](https://investigations.uoregon.edu/files/assisting_employee_checklist_10.01.21_v2.pdf) to document your conversation. Please do not record the student’s name on the checklist.