



# Sexual and Gender-Based Misconduct: A Guide for College Employees

All college employees are ***strongly encouraged*** to report incidents of sexual and gender-based misconduct to the Title IX Coordinator. All faculty and administrators are ***required*** to do so.

Exception:  
Student Health Services Employees

Step-by-step guide of what to do if a student discloses to you an incident of:

- Sexual harassment
- Sexual assault
- Domestic violence
- Dating violence
- Stalking
- Any other sexual misconduct

**Prior to a Disclosure:** If you believe a student or employee is about to tell you about an incident of sexual or gender-based misconduct, explain your reporting duties **before** they make the disclosure. You must tell them that if you become aware that sexual or gender-based misconduct has occurred, you are required to inform the Title IX Coordinator so that steps can be taken to ensure everyone's safety. If the student or employee wants to talk to someone **WITHOUT** any information being reported, refer them to the Student Health Center where they can speak confidentially to a psychologist.

**Following a Disclosure take these THREE important steps:**

## Step 1

### Care for the Student/Employee

Provide the student/employee with non-judgmental support and ensure the individual is safe.

## Step 2

### Connect the Student/Employee and Resources

Explain your reporting duties and provide the student/employee with resources: Student Health Services (310-660-3643), Campus Police (310-660-3100), and/or Title IX Coordinator (310-660-3813).

## Step 3

### Contact the Title IX Coordinator

Report the incident to the Title IX Coordinator (310-660-3813).

Additional information and guidance can be found online at:

<https://www.elcamino.edu/about/depts/diversity/>

## Information and Guidance for College Employees:

### How to respond to a disclosure by a student or employee of sexual or gender-based misconduct

El Camino Community College District is committed to providing a safe and nondiscriminatory campus. The District takes all allegations of sexual and gender-based misconduct seriously and encourages all individuals to report misconduct to any District employee who the Complainant trusts and feels comfortable. Under Title IX, the District is required to take immediate and corrective action if a “responsible employee” knew, or in the exercise of reasonable care, should have known, about sexual or gender-based misconduct that creates a hostile environment. These actions include:

- Stopping the conduct
- Preventing its re-occurrence
- Remediating its effects
- Providing care and support for the reporting person
- Taking steps to ensure the safety and security of our community

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**The District considers all faculty and administrators  
(with the exception of Student Health Services employees, such  
as staff psychologists and nurses) to be “responsible employees.”**

**As “responsible employees,” you are required to report sexual and gender-based misconduct  
to the Title IX Coordinator or a member of the Title IX team.**

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The Title IX Coordinator or designee, will conduct an initial assessment of the conduct, the individual’s expressed preferences, if any, as to course of action, and the necessity for any interim remedies or accommodations to protect the safety of the Complainant or the community.

**TYPES OF INCIDENTS COVERED:** Any incident of sexual or gender-based misconduct, which may include, but is not limited to, sexual harassment, sexual assault, domestic violence, dating violence, or stalking experienced by a student or employee, when it occurs on District property, in connection with academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District’s facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization. If you are unsure if an incident falls into any of these categories, contact the Title IX Coordinator, who can assist with making the determination.

**EXPLAINING YOUR REPORTING DUTIES:** If you believe a student/employee is about to disclose to you their experience of sexual misconduct, explain your reporting duties *before* they make the disclosure. If this is not possible, do it as soon as possible after the disclosure. You can explain that even though you are obligated to share the information with District officials specially trained to respond, the individual’s privacy will be respected. Identities and details will be shared only with those who need to know to support the student and to address the situation through the District’s processes. You can tell the individual that the Title IX Coordinator will explain these processes in detail and that the student will be involved in decisions about what happens as a result of the disclosure. If the individual does not wish to disclose the incident or provide further details to you, refer the person to the Student Health Center for guidance and mental health support.

**Example:** “I need to tell you that if I become aware that sexual or gender-based misconduct has occurred, I must inform the Title IX Coordinator, so that steps can be taken to ensure your safety and the safety of our community. Your privacy will be respected, but if you prefer to talk to someone who does not have an obligation to report, there are other options. On campus, you can talk to a psychologist at the Student Health Center.”

**PROVIDING NON-JUDGMENTAL SUPPORT:** One of the most important ways to provide support is to listen without judging or blaming. Remember that no matter what the circumstances, no one deserves to be subjected to sexual misconduct. Allow the individual to talk about their experience. The person may not know how to label what happened. Be careful not to define the experience for them. Follow the person’s lead. Do not take control of the situation or try and do something to “fix” it. Experiencing sexual misconduct can cause a person to feel a loss of control. Let the individual make their own decisions and support them. Also understand that everyone responds uniquely to sexual and gender-based misconduct. Some common reactions may include shock, fear, embarrassment, guilt, anger, depression, and/or feeling overwhelmed.

**ENSURING THE STUDENT/EMPLOYEE IS SAFE:** If there is immediate danger, call 9-1-1 or Campus Police (310-660-3100).

**CONNECTING THE STUDENT/EMPLOYEE WITH RESOURCES:** You can refer the individual to Campus Police (310-660-3100), the Student Health Services (310-660-3643), the Title IX Coordinator (310-660-3813 or [titleixcoordinator@elcamino.edu](mailto:titleixcoordinator@elcamino.edu)), or the El Camino College website where a list of resources and guidance is available: <https://www.elcamino.edu/about/depts/diversity/>.

**CONTACTING THE TITLE IX COORDINATOR:** At the earliest possible time after you receive information that a student/employee has experienced sexual or gender-based misconduct, you must report it to the Title IX Coordinator (310-660-3813). You will need to report all relevant details about the incident disclosed by the student. Once you have reported to the Title IX Coordinator, you do not need to take further action unless instructed to do so. You may be contacted for follow-up information as the District proceeds to respond to the report. If the individual chooses not to disclose information to you, you are not required to report the incident.