

# Responsible Employees: What You Need to Know

## Who are Responsible Employees?

- **All employees**=required to consult with the Harassment & Discrimination Assistance and Prevention Program (HDAPP) when they learn that a **UCD student** has potentially experienced sexual violence or sexual harassment
- **All supervisory/managerial employees and faculty**=required to consult with HDAPP when they learn that a **student, employee or faculty** member has experienced sexual violence or sexual harassment

## Who do Responsible Employees report to?

- **HARASSMENT & DISCRIMINATION ASSISTANCE AND PREVENTION PROGRAM (HDAPP)**

530-747-3864

[hdapp@ucdavis.edu](mailto:hdapp@ucdavis.edu)

[hdapp.ucdavis.edu](http://hdapp.ucdavis.edu)

- For more info:
  - [sexualviolence.ucdavis.edu](http://sexualviolence.ucdavis.edu)
  - UC Policy <https://policy.ucop.edu/doc/4000385/SVSH>
  - UCD Policy <http://manuals.ucdavis.edu/ppm/400/400-20.pdf>

## Who are Confidential Resources?

- **Academic & Staff Assistance Program (staff/faculty)**  
(530) 752-2727
- **Counseling Services (students)**  
(530) 752-0871
- **Center for Advocacy Resources and Education (CARE)**  
(530) 752-3299
- **Women's Resources and Research Center (WRRC)**  
(530) 752-3372
- **Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual Resources Center (LGBTQIA RC)**  
(530) 752-2452
- **Ombuds Office**  
(530) 219-6750

## Responsible Employee Checklist

### 1

#### **Explain Your Role.**

If you think someone is about to disclose sexual violence or sexual harassment, kindly provide a reminder, using your own words:

“You’re welcome to talk with me about your concerns. Before you tell me specifics, you should know that in my role, I have certain reporting obligations. I want you to stay in control of the situation until you decide what you want to do. So, you’re welcome to tell me about your situation, in general terms, without identifying anyone. There are also other resources you can talk with who don’t have the same reporting obligations.”

If they choose to continue the discussion, listen with empathy. Thank them for telling you.

### 2

#### **Consult with a specialist at HDAPP.**

This consultation can include the reporting individual, if desired.

#### **For sexual violence:**

- Recommend that the individual talk to an advocate from the Center for Advocacy, Resources and Education (CARE) Office for confidential help and support. You can offer to contact CARE with the individual, if they would like.  
[care.ucdavis.edu](http://care.ucdavis.edu)  
530-752-3299
- Provide the individual with the printable informational brochure on sexual violence:  
[https://sexualviolence.ucdavis.edu/docs/sexual\\_violence\\_support\\_brochure.pdf](https://sexualviolence.ucdavis.edu/docs/sexual_violence_support_brochure.pdf)

#### **For sexual harassment:**

- Provide the individual with information about campus resources:  
<http://hdapp.ucdavis.edu/resources/index.html>
- Offer to help the individual connect with any of the resource offices, if they wish to do so.
- Work in consultation with HDAPP to address the situation.