**Responsible Employee Identifier—All Complaint Types**

This identifier is intended for employees that are required to report discrimination and all sexual harassment and sexual violence concerns. This includes: managers, supervisors, department chairs, human resources coordinators, academic personnel coordinators, and student conduct coordinators.

This can be used in various ways including in your email signature and/or in your syllabus to remind people about your reporting obligations.

**OPTION 1**

![RE](image1)

For more information go to, hdapp.ucdavis.edu

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**OPTION 2**

![RE](image2)

For more information go to, hdapp.ucdavis.edu

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**OPTION 3:**

![RE](image3)

For more information go to, hdapp.ucdavis.edu

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For directions on how to update your email signature, go to:
**Responsible Employee Identifier** - Sexual Violence and Sexual Harassment Complaints

This is intended for employees that are required **only** to report Sexual Harassment and Sexual Violence concerns, but **not** discrimination concerns. This includes any University employee who is not a confidential resource and the concern is learned through the course of employment.

This can be used in various ways including in your email signature and/or in your syllabus to remind people about your reporting obligations.

**OPTION 1**

![RE Responsible Employee Identifier](image1)

For more information go to, hdapp.ucdavis.edu

**OPTION 2**

![RE Responsible Employee Identifier](image2)

For more information go to, hdapp.ucdavis.edu

**OPTION 3**

![RE Responsible Employee Identifier](image3)

For more information go to, hdapp.ucdavis.edu

For directions on how to update your email signature, go to: https://support.microsoft.com/en-us/office/create-and-add-an-email-signature-in-outlook-com-776d9006-abdf-444e-b5b7-a61821dff034