

# Reporting cases of prohibited discrimination, harassment, sexual misconduct, sexual assault/violence, stalking, and retaliation.

## Mandatory reporting

OHSU requires all supervisors, managers, faculty members, leaders, and executives who receive a report of discrimination or harassment—including sexual misconduct, sexual assault, stalking, domestic violence, interpersonal violence, and retaliation—to promptly notify OHSU’s Affirmative Action and Equal Opportunity Department (AAEO) or HR Business Partner. If you are unsure whether you need to report a concern, call AAEO at **503-494-5148** or visit [www.ohsu.edu/aaeo](http://www.ohsu.edu/aaeo).

### EXAMPLES OF CIRCUMSTANCES REQUIRING REPORTING

An employee complains that his coworkers often make “offensive and disparaging” comments about people of color.

A resident tells you in “confidence” that he believes he was sexually assaulted at a conference.

An employee tells you he is uncomfortable working with an external contractor because she tells crude sexual jokes and offers to rub his shoulders.

A faculty member complains to you about offensive comments her Department Administrator made about her religious head-scarf.

A student is concerned because a faculty member will not allow her to make up an exam after she was on bed rest for a pregnancy-related condition.

You hear rumors that a well-respected administrator regularly makes sarcastic and disparaging comments about employees with disabilities who request reasonable accommodations.

## Responding to a disclosure

If someone reports a concern directly to you, please take the following steps:

- Before the person discloses details—if possible—let them know that OHSU policy requires you to report concerns of discrimination and harassment. Let them know you cannot maintain confidentiality.
- Share the Respect for All flowchart, which includes confidential reporting and support resources, in case they do not wish to report to you.
- If they report to you, be supportive. Tell the person who is sharing that we take their concerns seriously and thank them for sharing.
- Remind them of OHSU’s non-retaliation policy.
- Report the concern to AAEO or your HR Business Partner.

Below is a proposed script, which lays out one way to respond to a reporting party:

“Thank you sharing this information with me. We take reports of discrimination and harassment seriously and value maintaining a positive, safe environment here at OHSU. I am required to share this information with AAEO or HR as part of OHSU’s policies, but there are a number of confidential support resources. Here’s a copy of the Respect for All flowchart. It has helpful information about confidential reporting and support resources both at OHSU and in the community. I am sure it was difficult for you to share this with me, I want to assure you that OHSU protects reporters from retaliation.”

## Confidentiality and non-retaliation

- OHSU tries to maintain confidentiality in connection with harassment and discrimination reports, but it may become necessary to disclose particulars during the investigation.
- OHSU prohibits retaliation against individuals who file a complaint, or who participate in, an investigation.
- Failure to report in compliance with OHSU’s policies may cause additional harm to the involved individuals, expose you and OHSU to legal liability, reputational harm, and/or result in disciplinary action.