

Guides for Responsible Employees

If you are not sure whether or not you are a manager or supervisor or if you have any questions about being a Responsible Employee, please email idhr@mit.edu



INSTITUTE DISCRIMINATION &
HARASSMENT RESPONSE OFFICE

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Guide for Responsible Employees who are Not Managers or Supervisors

What does “Responsible Employee” mean?

“Responsible Employee” is the term the Institute Discrimination & Harassment Response Office (IDHR) uses to refer to employees who have an obligation to notify IDHR when they are informed of an incident of sexual harassment or sexual misconduct involving an MIT student.

 **MIT designates this role to ensure the impacted individual has access to comprehensive information about resources, supportive measures, and resolution pathways.**

At MIT, any employee who is not designated as a “confidential resource” is considered a Responsible Employee with regard to allegations of sexual misconduct and sexual harassment involving students. Examples of employees who are Responsible Employees are listed on the right. If you have a question about whether you are a Responsible Employee, email idhr@mit.edu.

Responsible Employee Examples

Faculty
Student Life Staff
Residential Life Staff
Graduate Resident Advisors (GRAs)
Heads of House
Teaching Assistants (TAs)
Coaches
Office of Graduate Education (OGE)
Academic Advisors
Student Support Services (S³)
Deputy Title IX Coordinators

What is my obligation as a Responsible Employee?

Responsible Employees are required to inform the IDHR Office if they learn of incidents of sexual harassment, sexual misconduct, dating and domestic violence, or stalking involving an MIT student.

To read the full policy about this obligation visit section 9.5.1.5 of MIT’s Policies & Procedures: [policies.mit.edu/policies-procedures/90-relations-and-responsibilities-within-mit-community/95-harassment](http://mit.edu/policies-procedures/90-relations-and-responsibilities-within-mit-community/95-harassment)

How should I respond to a student disclosure in my role as a Responsible Employee?*



Communicate:
Communicate that you are a Responsible Employee



Care:
Care for the student



Connect:
Connect the student with resources



Contact:
Contact the IDHR Office to fulfill your role as a Responsible Employee

*Detailed information available on the following page.



INSTITUTE DISCRIMINATION & HARASSMENT RESPONSE OFFICE

For more information about being a Responsible Employee, visit idhr.mit.edu/reporting-options/responsible-employees.

Contact IDHR by:

- Filling out the online incident reporting form on the IDHR website
- Emailing idhr@mit.edu
- Calling 617-324-7526

How to Respond



Communicate that you are a Responsible Employee

Gently interrupt if necessary, to remind the student that you are not a confidential resource.



Care for the student by responding with compassion

Listen without judgment and offer your support. It is not your job to investigate, so please don't ask detailed questions of the person disclosing to you.

Let them know that you'll notify the IDHR Office and what they can expect next.



Connect the student with resources



Contact the IDHR Office

Promptly share what you learned with the IDHR Office

What material or resource can I share with the student?



Brochure



Bathroom Sticker



Sexual Misconduct Handout

Example of what you can say or do



"Before we continue, it's important you know that in my role at MIT if I learn of any incident of sexual misconduct, I am required to share that with the Institute Discrimination & Harassment Response Office (IDHR) who will then follow up with resources and information. I'm letting you know this so that you can choose how much you want to share with me. I also want to let you know there are confidential resources available to you."



"I'm sorry this happened. I appreciate you telling me. How can I help?"

* If the student is in immediate crisis inform them that you can help them get in touch with support resources right away. Resources are listed on the next page.



"I'm going to inform the IDHR office about what you've told me. They will follow up with you to share information about resources and options available to you. It's completely your choice whether or not to meet with them."



"There are a number of places you can reach out to for more information and support, including confidential resources. Here is a list of resources (resources outlined on next page) for you. If it would be helpful, I would be happy to help you get in touch with any of these resources."



Contact IDHR by filling out the incident reporting form on our website at idhr.mit.edu, by emailing idhr@mit.edu or by calling 617-324-7526. Share all details that you know about the incident, including: names, dates, location.

IDHR staff will email the student and invite them to meet and discuss the resources and reporting options available to them. The individual has no obligation to meet with IDHR.

Adapted from Berkeley's Responsible Employee Quick Guide

Take care of yourself.

Learning that someone has experienced sexual misconduct or other discrimination can be very difficult. Remember that there are resources available to support you as well. Consider reaching out to Violence Prevention & Response (VPR), Boston Area Rape Crisis Center (BARCC), Ombuds Office, or MyLifeServices for support.

DO YOU WANT TO TALK TO SOMEONE

About an incident (recent or former) of sexual assault, sexual harassment, intimate partner violence, or stalking?

FOR EMERGENCIES



EMERGENCIES

MIT Police 617-253-1212 (*on campus*)
911 (*off campus*)

MEDICAL ATTENTION

MIT Medical (*confidential resource*)
617-253-4481

FOR CONFIDENTIAL SUPPORT



MIT RESOURCES

Violence Prevention & Response (VPR)
617-253-2300

VPR can provide support and answer questions about resources and reporting options.

Student Mental Health &

Counseling
617-253-2916

Chaplains
617-253-7707

Ombuds Office
617-253-5921

MyLife Services
844-405-5433

Confidential resources will not inform IDHR of any information shared.

OFF CAMPUS RESOURCES

Boston Area Rape Crisis Center
1-800-841-8371

RAINN (hotline)
1-800-656-HOPE

Transition House
617-661-7203

For Students

For Faculty, Staff, and Postdocs

REPORTING AN INCIDENT



IDHR - Reporting MIT Policy Violations

Learn more about:

- Supportive Measures
- Adaptable/Formal Resolution Pathways
- Confidential Resources On or Off Campus

MIT POLICE - Reporting State Law Violations

Learn more about:

- Pressing Criminal Charges
- Obtaining Protection Orders through Court
- Connecting with Local (Non-MIT) Police

can be pursued simultaneously
Report your experience anonymously or non-anonymously at idhr.mit.edu.



WHAT IF I WOULD RATHER TALK TO ONE OF THE FOLKS BELOW?

EXAMPLES FOR STUDENTS

- Coaches
- Residential Life Staff (including GRAs)
- Academic Advisors
- Faculty
- Teaching Assistants
- Student Support Services (S³)
- Office of Graduate Education
- Deputy Title IX Coordinators

EXAMPLES FOR EMPLOYEES

- Managers & Supervisors (even if it's not your Manager/Supervisor)
- Human Resource professionals (both central and DLC-specific)

If you speak with the staff mentioned above (otherwise known as Responsible Employees), they have a responsibility to inform IDHR of the incident. IDHR Staff will then reach out to you via email to ask if you would like to meet and learn more about resources and reporting options available to you. You do not have to agree to meet with IDHR staff.



INSTITUTE DISCRIMINATION &
HARASSMENT RESPONSE OFFICE

Guide for Responsible Employees who are Managers or Supervisors

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 **MIT designates this role to ensure the impacted individual has access to comprehensive information about resources, supportive measures, and resolution pathways.**

At MIT, any employee who is not designated as a “confidential resource” is considered a Responsible Employee with regard to allegations of sexual misconduct and sexual harassment involving students. Examples of employees who are Responsible Employees are listed on the right. If you have a question about whether you are a Responsible Employee, email idhr@mit.edu.

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What is my obligation as a Responsible Employee?

Responsible Employees are required to inform the IDHR Office if they learn of incidents of sexual harassment, sexual misconduct, dating and domestic violence, or stalking involving an MIT student. *To read the full policy about this obligation visit section [9.5.1.5](#) of MIT's Policies & Procedures.*

Do I have additional reporting obligations as a Manager/Supervisor?

In addition to the Responsible Employee obligation described above, managers or supervisors are also required to promptly notify IDHR if they're informed of an allegation that an MIT employee violated MIT's policies against sexual harassment, sexual misconduct (which includes dating violence, domestic violence, and stalking), or discrimination or discriminatory harassment based on a protected status. *To read the full policy about this additional obligation visit section [7.3.1](#) of MIT's Policies & Procedures.*

How should I respond to a disclosure in my role as a Responsible Employee or in my role as a manager or supervisor?



Communicate:

Communicate your obligation to inform IDHR



Care:

Care for the person



Connect:

Connect the student or employee with resources



Contact:

Contact the IDHR Office to fulfill your obligation

*Detailed information available on the following page.



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Promptly share what you learned with the IDHR Office

Example of what you can say or do



"Before we continue, it's important you know that in my role at MIT if I learn of any incident of sexual harassment or sexual misconduct from a student or about incidents of discrimination involving employees, I am required to share that with the Institute Discrimination & Harassment Response Office (IDHR) who will then follow up with resources and information. I'm letting you know this so that you can choose how much you want to share with me. I also want to let you know there are confidential resources available to you."



"I'm sorry this happened. I appreciate you telling me. How can I help?"



If the student or employee is in immediate crisis inform them that you can help them get in touch with support resources right away. Resources are listed on the next page.



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Resources for Sexual Misconduct

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- Adaptable/Formal Resolution Pathways
- Confidential Resources On or Off Campus

MIT POLICE - Reporting State Law Violations

Learn more about:

- Pressing Criminal Charges
- Obtaining Protection Orders through Court
- Connecting with Local (Non-MIT) Police

can be pursued simultaneously
Report your experience anonymously or non-anonymously at idhr.mit.edu.

Resources for Discrimination and Discriminatory Harassment

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