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

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Guide for Responsible Employees who are Managers or Supervisors....4
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What does “Responsible Employee” mean?

“Responsible Employee” is a designation that gives many employees the obligation to inform the Institute Discrimination & Harassment Response Office (IDHR) if they learn of discrimination or discriminatory harassment.

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

At MIT, most employees who are not designated as “confidential resources” are considered Responsible Employees with regard to incidents involving students (see list of examples to the right). If you have a question about whether you are a Responsible Employee, e-mail idhr@mit.edu.

As a non-manager/supervisor, what is my obligation as a Responsible Employee?

Non-managers/supervisors are required to inform the IDHR Office if they learn of incidents of gender-based discrimination involving students, including sexual misconduct, sexual harassment, intimate partner violence, and stalking. To learn more about what falls under gender-based discrimination at MIT, please review MIT policies at idhr.mit.edu.

While not required, non-managers/supervisors are encouraged to inform IDHR of situations involving employees being subjected to discrimination or discriminatory harassment so that IDHR can reach out to those employees to provide information about the full range of options available to them.

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.
### How to Respond

| Communicate that you are a Responsible Employee | "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.” |
| Care for the student by responding with compassion | "I’m sorry this happened. I appreciate you telling me. How can I help?” |
| Let them know that you’ll notify the IDHR Office and what they can expect next. | "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."
| Connect the student with resources | “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 the IDHR Office | 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. |

### What material or resource can I share with the student?

- Brochure
- Bathroom Sticker
- Sexual Misconduct Handout

### 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)

FOR CONFIDENTIAL SUPPORT

MIT RESOURCES
Violence Prevention & Response (VPR)
617-253-2300
VPR can provide support and answer questions about resources and reporting options.

OFF CAMPUS RESOURCES
Boston Area Rape Crisis Center
1-800-841-8371
RAINN (hotline)
1-800-656-HOPE
Transition House
617-661-7203

MEDICAL ATTENTION
MIT Medical (confidential resource)
617-253-4481

REPORTING AN INCIDENT

IDHR - Reporting MIT Policy Violations
Learn more about:
• Supportive Measures
• Informal/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

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)

Confidential resources will not inform IDHR of any information shared.

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.
What does “Responsible Employee” mean?

“Responsible Employee” is a designation that gives many employees the obligation to inform the Institute Discrimination & Harassment Response Office (IDHR) if they learn of discrimination or discriminatory harassment.

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

At MIT, managers and supervisors who are not designated as “confidential resources” are considered Responsible Employees (see list of examples to the right). If you have a question about whether you are a Responsible Employee, e-mail idhr@mit.edu.

As a manager/supervisor, what is my obligation as a Responsible Employee?

Managers and supervisors are required to inform the IDHR Office if they learn of incidents of gender-based discrimination involving students, including sexual misconduct, sexual harassment, intimate partner violence, and stalking. To learn more about what falls under gender-based discrimination at MIT, please review MIT policies at idhr.mit.edu.

Managers and supervisors additionally, are required to inform the IDHR Office if they learn of an employee they supervise or manage, or a subordinate they do not directly supervise or manage, who has experienced discriminatory behavior on the basis of a protected class including race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

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

**Communicate:**
Communicate that you are a Responsible Employee

**Care:**
Care for the person

**Connect:**
Connect the student or employee with resources

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

*Detailed information available on the following page.

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

<table>
<thead>
<tr>
<th>How to Respond</th>
<th>Example of what you can say or do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicate that you are a Responsible Employee</td>
<td>“Before we continue, it’s important you know that in my role at MIT if I learn of any incident of sexual misconduct from a student or all forms of discrimination from an employee, I am required to share that with the Institute Discrimination &amp; 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.”</td>
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<tr>
<td>Care for the person by responding with compassion</td>
<td>“I’m sorry this happened. I appreciate you telling me. How can I help?”</td>
</tr>
<tr>
<td>Let them know that you’ll notify the IDHR Office and what they can expect next.</td>
<td>“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.”</td>
</tr>
<tr>
<td>Connect the person with resources</td>
<td>“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.”</td>
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<td>Contact the IDHR Office</td>
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## What material or resource can I share with the person?

- **Brochure**
- **Bathroom Sticker**
- **Sexual Misconduct Handout**

## 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.
Resources for Sexual Misconduct

**FOR 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**
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**REPORTING AN INCIDENT**

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Learn more about:
• Supportive Measures
• Informal/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

Confidential resources will not inform IDHR of any information shared.

Report your experience anonymously or non-anonymously at idhr.mit.edu.

Resources for Discrimination and Discriminatory Harassment

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

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

**FOR CONFIDENTIAL SUPPORT**
Student Mental Health & Counseling
617-253-2916
Chaplains
617-253-7707
MyLife Services
844-405-5433

Confidential resources will not inform IDHR of any information shared.

**REPORTING AN INCIDENT**

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