

REPORTING AN INSTANCE OF SEXUAL HARASSMENT: A GUIDE FOR THE COMPLAINANT

OVERVIEW:

The Columbus College of Art & Design (CCAD) is firmly committed to maintaining an educational environment that is free from any form of sex or gender-based harassment. Every reported instance of sexual harassment is taken seriously and support is provided to every person who comes forward.

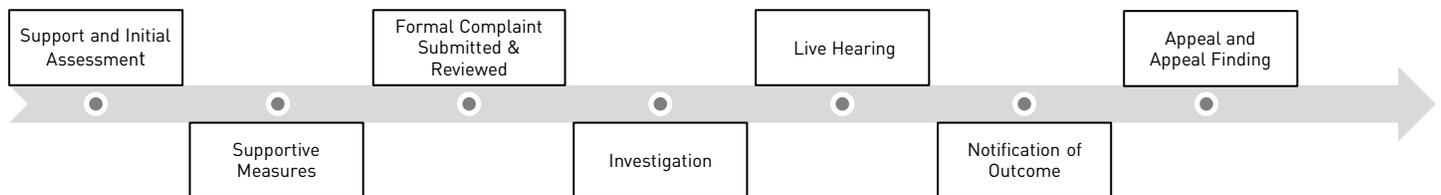
RESPONSIBLE EMPLOYEES

Faculty (including adjuncts), staff members, administrators, and student resident advisors are considered Responsible Employees and are required to report instances of sexual harassment to the Title IX Coordinator. Licensed mental health professionals within CCAD's Counseling & Wellness Center are exempt from this responsibility to report and will treat a complainant's report in a completely confidential manner, to the extent they are professional obligated.

REPORTING TO CCAD:

When an individual with the authority and ability to implement supportive measures for a complainant is notified of an alleged report of sexual harassment (Title IX Coordinator), the Coordinator will contact the complainant and address any supportive measures needed, as well as review and explain CCAD's Sexual Harassment Policy & Grievance Process, including how to file a formal complaint. If a formal complaint is submitted, the College is required by law to take prompt and effective steps to investigate using a process that is fair and equitable.

GRIEVANCE PROCESS:



REPORTING TO LAW ENFORCEMENT:

Reporting an incident to CCAD is a separate process from filing a report with law enforcement or pursuing civil action against the respondent. These options are not mutually exclusive and students may pursue any or all of them. Note that CCAD is required by Ohio law to report any apparent felony, including sexual assault, to law enforcement authorities.

SUPPORT RESOURCES:

CCAD seeks to support and empower students impacted by sexual harassment and violence. In addition to receiving assistance through CCAD, students are encouraged to connect with the Sexual Assault Response

Network of Central Ohio (SARNCO's) 24-hour Rape Helpline at (614) 267-7020. SARNCO works with local law enforcement and social services agencies to provide medical and social support services to survivors of sexual assault.

COMPLAINANT'S RIGHTS:

When reporting an instance of sexual harassment and throughout the grievance process, the Complainant has the following rights:

- To engage this process with an advisor at every stage. This can be anyone they choose, including legal counsel. Note, however, this is not a legal process.
- To decide whether or not they want to participate in any part of the investigation or grievance process, and to change that decision at any point.
- To forego the use of their name if a report must be made to a local law enforcement agency
- To be informed about any limits of privacy that may pertain to the allegation.
- To be informed of supportive measures available to them and any time limits associated with each option.
- To request a change in their on-campus housing assignment or academic schedule.
- To bring witnesses in person or to present witness statements during an investigation and hearing.
- To be informed promptly about the outcome of the investigation and findings of the hearing.
- To appeal the outcome of the hearing finding.

COMPLAINANT'S OPTIONS

The complainant can choose to respond to and engage the support outreach from the Title IX Coordinator. If the complainant engages in an initial conversation with the Coordinator, supportive measures will be offered and complainants can determine what they might need. At this time, the Coordinator will explain the Grievance Process, triggered by a Formal Complaint. Complainants can submit a Formal Complaint anytime.

By signing, I am confirming I received the Complainant Rights document and understand the information within.

Complainant's Name: _____

Signature: _____ Date: _____