

# RESPONSIBLE EMPLOYEE REPORTING GUIDE

(UA Policy 01.04.060)

## WHAT to Report

### Conduct involving...

- Sexual Assault
- Sexual Harassment
- Quid Pro Quo
- Gender Discrimination
- Dating/Domestic Violence
- Stalking
- Retaliation

### Details:

- ALL INFORMATION shared with you, including names

## HOW to Report

### Online

- <https://uaf.edu/equity/>



### Email

- [uaf-tix@alaska.edu](mailto:uaf-tix@alaska.edu)

### Phone

- (907) 474-7300

## WHEN to Report

**Within 24 hours**

**of becoming aware of a sex- or gender-based issue.**

UAF provides resources and support!

## WHY Report?

You may not have all the answers (and that's okay)!

To stop the harmful behavior!

Behavior may be part of a larger pattern!

To create a safer campus!

Early intervention can stop behavior from escalating!

For more information on responsible employee requirements, please visit

<https://bit.ly/2YRdhn4>

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