



SEXUAL & GENDER-BASED HARASSMENT: RESPONDING TO DISCLOSURES

A Guide for Harvard University Faculty and Staff



As a Harvard University faculty or staff member, you may receive disclosures regarding potential sexual or gender-based harassment from students, postdocs, staff, or fellow faculty members. Unless you are identified by the University as a confidential resource, you are considered a Responsible Employee and must promptly notify a Title IX Coordinator about possible sexual or gender-based harassment.

Goals: why is the Responsible Employee role important?

- Ensures that individuals consistently receive accurate information about the resources and options available from a trained person in a position to assist them.
- Ensures that individuals have access to interim measures to address any emerging or ongoing challenges.
- Enables the University to proactively address any community safety concerns, including patterns of possible sexual or gender-based harassment.

What is Sexual Harassment?

Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when either of the following occurs: (1) quid pro quo (meaning “this for that”) harassment; or (2) a hostile environment is created (such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person’s ability to participate in or benefit from the University’s education or work programs or activities).

Sexual violence (including rape, sexual assault, dating violence, and stalking) is a form of sexual harassment.

What is Gender-Based Harassment?

Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation, or gender identity, but not involving conduct of a sexual nature, when a hostile environment is created.

Remember: when in doubt, contact a Title IX Coordinator or the Title IX Office. Even partial information may be helpful as we work to ensure that people have access to resources and to keep our community safe.

To see the full Harvard Sexual and Gender-Based Harassment Policy (“Policy”) and Procedures, please visit www.titleix.harvard.edu.

What to do if someone approaches you with a Sexual or Gender-Based Harassment disclosure

Title IX Coordinators are available to assist you in navigating a disclosure.

1 Support the individual

- Ask if there are safety concerns.
 - If yes, provide the individual with resources that offer immediate assistance:
 - **Harvard University Police Department (HUPD)** — (617) 495-1212
 - **Office of Sexual Assault Prevention & Response (OSAPR) 24-hour confidential hotline** — (617) 495-9100
 - **Boston Area Rape Crisis Center (BARCC) 24-hour hotline** — (800) 841-8371
 - **Harvard Travel Assist 24-hour global emergency response program** — +1 (617) 998-0000 (for concerns abroad)
- Inform the individual of your responsibility to share the information with a Title IX Coordinator.
 - Emphasize that Title IX Coordinators protect privacy and only share information on a strictly need-to-know basis, for example to implement interim measures and/or to address an immediate or ongoing threat to the individual and/or the campus community.
 - Provide the individual with contact information for their local Title IX Coordinator and the University's Title IX Office.
- Ask for the individual's preferred email address and phone number where it is safe for the Title IX Coordinator to contact them. You may also offer to accompany them to a meeting with the Title IX Coordinator (or, if they prefer, with the Title IX Office), or make the initial phone call together.
- Affirm that Harvard takes these issues very seriously, and that retaliation against anyone who raises an allegation under the Policy is prohibited.

2 Connect the individual with resources (see accompanying Resources page)

- A good place to start: resourceguide.titleix.harvard.edu.
- Note that there are confidential resources available both on and off campus.

3 Contact a Title IX Coordinator

- Visit titleix.harvard.edu/coordinators for the full list of Title IX Coordinators. You should call, email, or meet in person with a Title IX Coordinator as soon as possible to share the information (which includes whatever has been shared with you, such as the name(s) of the individuals involved, the details of the incident(s), and the disclosing individual's goals for next steps).
 - If the individual is more comfortable connecting with the Title IX Office, contact us at (617) 496-0200.
- Do not otherwise share any of the disclosed information (such as with your friends, colleagues, or peers).



WHAT HAPPENS NEXT?

A Title IX Coordinator will assess the information you have provided and will take appropriate action. You do not need to take further action, except: if you learn of new and/or related information, please follow up with the Title IX Coordinator.

Share Information on Need-to-Know Basis

Title IX Office

44R Brattle Street, 2nd Floor • Cambridge, MA 02138
titleix@harvard.edu (617) 496-0200

Title IX Coordinators

Visit titleix.harvard.edu/coordinators for the full list of Title IX Coordinators.

Office for Dispute Resolution (ODR)

44R Brattle Street, 2nd Floor • Cambridge, MA 02138
odr@harvard.edu (617) 495-3786

Harvard University Police Department (HUPD)

1033 Massachusetts Avenue, 6th Floor • Cambridge, MA 02138
 HUPD has two phone numbers to receive urgent calls:
 Cambridge (617) 495-1212
 Longwood Campus (617) 432-1212

Office of Alcohol & Other Drug Services (AODS)

Smith Campus Center, Room 637 • Cambridge, MA 02138
aods@huhs.harvard.edu (617) 496-0133
 Appointments: Monday-Friday 9:00 am-5:00 pm
 Walk-In: Monday-Friday 1:00 pm-4:00 pm
 (617) 495-5711 • TTY: (617) 495-1198

Confidential & Privileged

Harvard Chaplains

44R Brattle Street, 1st Floor • Cambridge, MA 02138
chaplains@harvard.edu (617) 495-5529

Harvard University Counseling & Mental Health Services (CAMHS)

CAMHS has four locations:
 Smith Campus Center, 4th Floor • (617) 495-2042
 Harvard Business School, Cumnock Hall • (617) 495-6455
 Harvard Law School, Pound Hall • (617) 495-4414
 Longwood Campus, Vanderbilt Hall • (617) 432-1370

Harvard Urgent Care

Smith Campus Center, 3rd Floor • Cambridge, MA 02138
 Hours: Monday-Friday, 7:30am-5:30pm (except University holidays)
 • (617) 495-5711 • TTY: (800) 439-0183
 After hours care: Pound Hall, Basement
 1563 Massachusetts Avenue • Cambridge, MA 02138

Employee Assistance Program (EAP)

(877) 327-4278 kgaeap.personaladvantage.com/portal/landing

Office of Sexual Assault Prevention & Response (OSAPR)*

Smith Campus Center, Suite 624 • Cambridge, MA 02138
osapr@fas.harvard.edu (617) 496-5636
 24-hour, confidential hotline: (617) 495-9100
 *confidential and privileged when providing services as a sexual assault counselor, a domestic violence counselor, or under a clinical license

Confidential

Harvard College Office of BGLTQ Student Life

Grays Hall, Lower Level • Rear entrance, facing Wigglesworth
 Cambridge, MA 02138
bgltd@fas.harvard.edu (617) 496-5716

Bureau of Study Counsel

5 Linden Street • Cambridge, MA 02138
bsc@harvard.edu (617) 495-2581

Ombudsman Offices

University: 44R Brattle Street, 117-118 • Cambridge, MA 02138
university_ombudsman@harvard.edu (617) 495-7748
 Longwood: 164 Longwood Avenue • Boston, MA 02115
melissa_brodick@hms.harvard.edu (617) 432-4041

Local Community Resources*

Boston Area Rape Crisis Center (BARCC)

BARCC has two locations (with the same office numbers):
 99 Bishop Allen Drive • Cambridge, MA 02139
 989 Commonwealth Avenue • Boston, MA 02215
 (617) 492-8306 • TTY: (617) 492-6434
 24-hour hotline: (800) 841-8371 • TTY: 800-439-2370

Beth Israel Deaconess Medical Center

Center for Violence Prevention and Recovery • 617-667-8141
<http://www.bidmc.org/violenceprevention>

Fenway Health

Fenway Health has three locations. Fenway's Helplines provide help, information, referrals, and support for a range of issues including anti-LGBT harassment and violence.
 LGBT Helpline (for ages 25+)
 (617) 267-9001 • Toll-Free: (888) 340-4528
 Hours: Monday – Saturday, 6:00pm – 11:00pm
 Peer Listening Line (for ages 25 & under)
 (617) 267-2535 • Toll-Free: (800) 399-PEER
 Hours: Monday – Saturday, 5:00pm – 10:00pm
 Información en Español: (617) 927-6460

Victim Rights Law Center

115 Broad Street, 3rd Floor • Boston, MA 02110
 Legal Assistance Intake Line: (617) 399-6720 ext.19

**If you are not local to Cambridge, Massachusetts or the Greater Boston area, please reach out to your Title IX Coordinator for assistance identifying resources local to you (including resources abroad).*