10 Things Responsible Employees Should Do

-Ongoing-

1. Know all the confidential resources on campus.
2. Attend ongoing trainings to stay informed & build the skillset for your responsibilities. (sdps.ucdavis.edu)

-If Someone Discloses-

3. Make sure the person is safe & ask if they need any medical attention.
4. Explain your role as a responsible employee, & don't promise confidentiality.
5. Let them know you can connect them with a confidential resource if they want to discuss the incident more fully.
6. Tell the person that you're glad that they're reaching out for support & that it's important to you that they get the help that they need.
7. Ask the person how you might be able to help.
8. Let the person know you can help them make a report if they want by calling HDAPP with them.
9. Contact Harassment & Discrimination Assistance and Prevention Program (HDAPP) as soon as possible to let them know about the disclosure.
10. Call Center for Advocacy, Resources & Education (CARE) to consult about how to support the person.

* As a responsible employee, you are required to share all details of the disclosure to HDAPP. However, it is not your responsibility to investigate. Let the person share as little or much detail as they choose.

* Tips from HDAPP: *tinyurl.com/responsibleemployees*