



YOU are a mandated reporter. Do you know what that means?

YOUR DUTY: Under the College's Title IX Mandated Reporting Policy, ALL EMPLOYEES, are mandated reporters, with the exception of:

- *medical providers,*
- *counselors,*
- *and clergy.*

Athletic trainers and Resident Assistants are mandated reporters. The primary purpose for sharing this information with the Title IX Coordinator or a Deputy Coordinator is to insure the impacted party receives information about rights and resources, and that the College is able to respond appropriately to such incidents.

HOW TO REPORT: You may report by email, by phone, or in person. Please refer to the Title IX Notification site for Title IX Coordinator and Deputy Coordinator contact information, located here [Title IX Notification](#). As a mandated reporter, you must identify yourself when reporting an incident. If you are abroad, please provide information about best means of reaching you (e.g. to reach you by email or provide timeframe, in EST, to reach you at specified number).

WHAT TO REPORT: When reporting behavior that includes bias incidents or possible discrimination/harassment, responsible employees must provide full details of the incident, if known, including name(s) of the impacted individual(s), alleged perpetrator(s), witnesses and any other relevant facts, including the date, time and specific location of the incident. It is also important to include information about resources offered and/or actions taken. If an individual requests confidentiality or requests that no further action be taken (by the College or declines to pursue reporting to other authorities), please include that information. If you have questions about options for follow-up, refer to the *Support and Reporting Options* flowchart, located here [Title IX Notification](#), and you may also include a note.

SPEAKING WITH VICTIMS/WITNESSES: In speaking with a victim or witness, you cannot promise confidentiality, but it is important to emphasize desire to protect privacy (must share with those who need to know, only what they need to know). It can be helpful to advise that they may hear from the Title IX Coordinator or Deputy Coordinator. You can also remind individuals they can make a report directly to the Title IX Coordinator or Deputy Coordinator.

In the moment, you might say: *I appreciate your willingness to share information with me, please know that I am here to help insure you get appropriate assistance. As you know, I may need to share information with appropriate offices, and we also respect the importance of your privacy. If you are comfortable speaking with me, let's be sure we are in a private space, or we can connect you with a confidential resource (e.g. campus counseling; campus Chaplain, SAFE Berks).*

Albright College Title IX Statement:

Albright College is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in an environment free of sex discrimination and sexual misconduct. Title IX of the Educational Amendment Act of 1972 states that: No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance. Sex discrimination violates an individual's fundamental rights and personal dignity. Albright College considers sex discrimination in all its forms to be a serious offense. This policy includes all forms of sex discrimination, including: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. This policy has been developed to reaffirm individual rights and responsibilities and to provide recourse for those individuals whose rights have been violated. It should serve as a guide for you on the expectations we have for sexual communication, sexual responsibility and sexual respect.

All College employees, including student employees in certain roles, are mandated reporters of sexual misconduct and discrimination. Athletic trainers and Resident Assistants are mandated reporters. The only exceptions are *medical providers, counselors, and clergy*. Mandated reporters must ensure that any sexual misconduct or discrimination that they become aware of is reported to the College's Title IX Coordinator or deputy coordinators. Reports may also be made to the College's Department of Public Safety at 610-921-7670. This policy applies to all sexual misconduct, discrimination, or harassment regardless of the gender, gender identity or sexual orientation of the reporting party (or victim) or responding party.

As Responsible Employees, it is your duty to report to the Title IX Coordinator or a Deputy Coordinator when you have information about possible discrimination or harassment, including (but not limited to) incidents of sexual assault/gender based harassment. This allows us to insure those adversely impacted receive information about rights and resources, and may aid in identifying patterns of concern to inform prevention efforts and/or accountability. Not all reported incidents lead to a further action or disciplinary process. In some instances, the reported information includes details of sufficient follow-up (e.g. resources offered or utilized, or conflict resolution conversation completed).

Recognizing Behaviors

Harassing conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Such harassment does not have to include intent to harm, be directed at a

specific target, or involve repeated incidents. Sex-based harassment includes sexual harassment and non-sexual harassment based on stereotypical notions of what is female/feminine vs. male/masculine, or a failure to conform to those gender stereotypes. Bias incidents can include discrimination or expressions of disrespect motivated by bias or hate against actual or perceived protected identity (e.g. race, ethnicity, religion, national origin, gender, gender identity, sexual orientation, age, disability). Sex or gender based misconduct may include sexual comments, jokes, gestures, unwanted touching, domestic/dating violence, rape, sexual assault/battery, stalking, or other gender-based discrimination. If you become aware of sex/gender based misconduct, including sexual harassment or sexual violence, you must notify the Title IX Coordinator or Deputy Coordinator.

Disclosure of Sexual Violence: If an individual discloses recent experience of sexual violence (e.g. assault of any type), insure the individual is aware of a right to medical or mental health support, assistance from the College (procedures, remedy), and/or option to report to law enforcement (and option to decline to do so). Validate the courage it takes to share such experience, avoid asking for details that are not necessary for immediate response.

Title IX Coordinator:

Amanda Hanincik
Dean of Students, Albright College
Selwyn Hall
Reading, PA 19612
610-921-7663

Deputy Coordinators:

Amanda Higginbotham
Director of Residential Life, Albright College
Residential Life Office
Reading, PA 19612
610-921-7637

Kim Hubric
Director of Human Resources, Albright College
Camp Building
Reading PA 19612
610-921-7629

[Title IX Notification](#)

While off-campus or traveling on a College-related experience, College policies are applicable. Information specific to international incidents can be found online at **SASHAA.org**. General information and a help line are available at **RAINN.org**. **Local FREE and CONFIDENTIAL services are located at SAFE Berks by calling 844-789-SAFE or Text SAFE BERKS to 20121.**