

# OEO Mandatory Reporters

## Your Responsibility as a University Employee

### An Incident Occurs

Someone shares something with you that may be related to discrimination, harassment, sexual misconduct, sexual assault, or retaliation.

Start Here

### Step 1: Respond in the Moment

- Listen
- Support without judgement
- **What can I say?**

*"Thank you for telling me. I am a mandatory reporter at the University for incidents of **possible** discrimination or sexual misconduct. I am going to share this with the OEO. You will receive outreach with resources to support you, and you'll have control over any next steps."*

### Step 2: Report to the OEO

- **All university employees, barring very narrow exceptions, are mandatory reporters.**
- To report to the OEO, [click this link](#) to open our website, then click the red "Submit a Report" button.



Scan this QR Code to go to our website. Then click the red button that looks like this:

SUBMIT A REPORT

### Step 3: Refer to Resources

- You may provide information on **confidential** campus services available for students and employees.



Victim Survivor  
Advocates  
801-581-7776  
[VSA WEBSITE](#)



University Counseling  
Services  
801-581-6826  
[COUNSELING WEBSITE](#)

### Step 4: The OEO Shares Resources with the Affected Individual

- The OEO will offer resources to the affected individual so they may make an **informed decision** about how they want to proceed. **This is done over email.**
- The OEO does not compel the affected individual to participate in any process. However, the affected individual may request an investigation.
- The email outreach from the OEO will have the subject line: "OEO Options and Support."

### Step 5: Your Reporting Duty is Fulfilled *[for now]*

- **For now**, your reporting duty is fulfilled. If you learn more information, you are **required** to provide that to the OEO.
- **The OEO's processes are private**, so a mandatory reporter will not receive further information on a case.
- Moving forward, continue to fulfill your mandatory reporter responsibilities, and reach out to the OEO with questions.