

## When do I REPORT or REFER someone to OED?

<p><b>When you see, hear, or know about...</b></p>	<p>Discrimination or harassment based on race, color, national origin, religion, sexual orientation, disability, age, veteran status, genetic information, or any other characteristic prohibited by law <a href="#">[OED-1]</a></p>	<p>Discrimination or harassment based on sex, gender identity, or gender expression; other sexual &amp; gender-based harassment or misconduct, including sexual assault, intimate partner violence, &amp; stalking <a href="#">[OED-3]</a></p>	<p>An individual who has disclosed a disability &amp; requested disability-related accommodations in living, learning, or working at Drexel <a href="#">[OED-2]</a></p>
<p><b>If you are...</b></p>	<p>An officer, dean, department head, faculty member, academic advisor, director, or supervisor, or professional staff, student employee, or volunteer who is responsible for student welfare</p>	<p>An officer, dean, department head, faculty member, academic advisor, director, or supervisor, or professional staff, student employee, or volunteer who is responsible for student <i>or patient</i> welfare</p>	<p>An officer, dean, department head, faculty member, academic advisor, director, or supervisor</p>
<p><b>You must...</b></p>	<p><b>REPORT</b> any &amp; all incidents of discrimination &amp; harassment to <a href="#">OED</a>, regardless of whether or not you witnessed the incident or learned of it through the person affected or a third party.</p>	<p><b>REPORT</b> any &amp; all incidents of discrimination &amp; harassment to <a href="#">OED</a>, regardless of whether or not you witnessed the incident or learned of it through the person affected or a third party.</p>	<p><b>REFER</b> any individual who makes a request for an accommodation to OED's <a href="#">Disability Resources</a> team in writing. If a referral is initially made verbally, it must be followed up in writing (<i>see below</i>).</p>
<p><b>Tips:</b></p>	<p>If someone complains to you of discrimination, harassment, or misconduct, thank them for having the courage to tell you &amp; putting their trust in you. Express your regret that they have faced a challenging time or difficult experience. Ask what you can do to support them. If you are a mandatory reporter, set clear expectations about confidentiality. You can say something like the following:</p> <p><i>“I will keep the information you told me private &amp; will not discuss it with others casually, but I have an obligation to bring certain matters to the attention of OED so they can reach out to you to offer information, resources, &amp; options. You do not have to respond to them, but it is important that I refer you so I can know you receive everything you need.”</i></p>		<p>Dear [Person],</p> <p>Earlier today, I encouraged you to contact Disability Resources. I want to ensure you have their information.</p> <p>Web: <a href="http://drexel.edu/oed/disabilityResources/overview/">http://drexel.edu/oed/disabilityResources/overview/</a>          Email: <a href="mailto:disability@drexel.edu">disability@drexel.edu</a>          Phone: (215) 895-1401</p> <p>Sincerely,          [Your Name]</p>