



TITLE IX RESPONSE GUIDE HOW TO REACT

As a friend, instructor, staff member, or other caring person at Eastern, you may be someone in whom a member of our campus community chooses to confide their experience of sexual harassment or sex discrimination. Be proud that this person trusts you. Be worthy of that trust.

HOW SHOULD I REACT IF A STUDENT OR COLLEAGUE (OR ANYONE) TELLS ME ABOUT AN ASSAULT OR INCIDENT?

- With kindness.
- Without judgement.
- Listen. Don't interrupt or interrogate.
- Provide comfort, tissues, and a gentle ear.
- If you are too uncomfortable, find someone else to help.
- Urge medical treatment right away if indicated. (ie., there are injuries, risk of illness/STI, or chance of pregnancy)
- Recommend counseling: Eastern recommends the following services:
 - Family Crisis Center Outreach (Grant, Hardy, Hampshire, Mineral and Pendleton Counties at (800) 698-1240
 - Women's Aid in Crisis - Tucker County (at 304) 636-8433
 - 24-Hour Domestic Violence Hotline at 1-888-880-7884
 - National Domestic Violence Hotline at 1-800-799-SAFE
- Don't make promises that you cannot keep.
- Have a conversation about reporting the incident. We want to help.

CAN I KEEP WHAT THEY TELL ME A SECRET?

Maybe, maybe not. All Eastern employees are urged to report any incident covered by the **Sexual Harassment & Sex Discrimination Policy** to the Title IX Coordinator. Some employees are required to report knowledge of a violation to the Title IX Coordinator or other designated officials. Students are urged but not required to report. Confidentiality will be protected by the Title IX Coordinator and/or Title IX Team members to the greatest extent possible. We will be sensitive to the complainant's concerns, and our primary focus will be stopping the misconduct, preventing a recurrence, and remedying any harmful effects upon the parties.

HOW DO I MAKE A REPORT?

To the Title IX Coordinator by telephone, email, reporting form (found in this section) or in person.

Jaennae Snyder
Human Resource Representative/Payroll/Title IX Coordinator
316 Eastern Drive
Moorefield, WV 26836
(304) 434-8000 Ext 9275
jaennae.snyder@easternwv.edu

WHAT IS EXPECTED OF ME LATER?

Nothing is required unless you receive a notification to provide information as a witness; however, it would be kind of you to check in with the person and offer continued support.

WILL I HAVE TO TESTIFY AT A HEARING?

Maybe. If the report results in a formal investigation, you could be contacted by the Investigators to share what you know. Later, there will likely be a hearing, and the parties have the right to call witnesses. If you are called to testify, you must answer questions from each party's advisor who may or may not be an attorney. If the incident is reported to the law enforcement and criminal charges are filed, you could be interviewed by police and called to testify at trial.

CAN I GET IN TROUBLE FOR REPORTING?

No. Eastern prohibits retaliation in any form and against any person. Also, the College will not initiate disciplinary action against any party or witness who was under the influence of drugs or alcohol at the time of the reported sexual harassment or sex discrimination.

WHAT IF HEARING SOMEONE'S STORY CAUSES DISTRESS FOR ME?

That is completely understandable and normal. Take care not to turn the conversation with the person who shared their story into a conversation about your feelings. After you've helped the other person, get help for yourself through suggested counseling and support.