

# Responsible Employee

## Quick Guide Appendix\* for Faculty, Managers and Supervisors

Faculty, managers and supervisors (including Deans and Department Chairs), and HR and Academic Personnel professionals have special responsibilities when they learn of discrimination and harassment. Along with the Responsible Employee Quick Guide, this document provides supplemental information specific to these roles.

### Responsible Employee Obligations

You must notify the Office for the Prevention of Harassment and Discrimination (OPHD) if you learn, in the course of your job, that **any individual affiliated with the University** may have experienced **sexual violence and sexual harassment (SVSH)** and/or **discrimination and harassment based on a protected category**.

If someone discloses discrimination and harassment to you, it is crucial that you:

- **Listen and express compassion**
- **Connect the person with resources**
- **Share what you learned with OPHD**

*\*The [Responsible Employee Quick Guide](#) provides tips and examples of how to do this.*

### Reminders:

- Let the person know that you are not a confidential resource.
- Please do not attempt to investigate.
- Reporting enables the University to address and prevent harm and ensures impacted parties receive information about their options and resources.



**For more information: [UC SVSH Policy](#) and [UC Anti-Discrimination Policy](#).**

### Responding to an incident in your department as a leader

1. **You are encouraged to consult.** Many offices, such as [OPHD](#) and [PATH to Care](#) can help.
2. **Inform department members of available support resources.** Many resources are listed in this document.
3. **Respect the survivor's privacy.**
4. **Formal and informal resolution options are available through OPHD.** If departments need to take independent disciplinary action, they are advised to consult OPHD.



**[More guidance from OPHD](#)**

### Campus Confidential Resources

- The [PATH to Care Center](#) (SVSH survivor support). Urgent 24/7 Care Line: 510-643-2005.
- [Counseling and Psychological Services](#)
- [Social Services](#)
- [Be Well at Work - Employee Assistance](#)
- Ombuds Offices (For [Staff](#); [Faculty](#); [Students](#))

### Resource Guides

- [Where to Get Support Quick Guides](#)
- [Notice of Rights and Options](#)
- [Understanding different reporting obligations](#)