

# RESPONSIBLE EMPLOYEE GUIDE

UNC-Chapel Hill has designated all faculty and staff as Responsible Employees, except for confidential employees who are acting in their confidential capacity. Responsible Employees provide valuable support to the campus community and our commitment to provide a safe campus environment for all.

## WHAT TO REPORT

Responsible Employees are required to report all known information related to protected status harassment and discrimination, sexual harassment, sexual assault, sexual exploitation, stalking, interpersonal violence, workplace violence, and related retaliation to the EOC Office.

## HOW TO REPORT

Submit information through the [EOC online report form](#), contact the report and response managers ([reportandresponse@unc.edu](mailto:reportandresponse@unc.edu), 919-445-2759) or Title IX coordinator ([titleixcoordinator@unc.edu](mailto:titleixcoordinator@unc.edu)).

## SUPPORTING PREGNANT STUDENTS

If a student notifies you that they are pregnant or have a related medical condition, you must inform them of their ability to seek accommodations and other support from the EOC Office. Please direct them to this page for more information: [go.unc.edu/pregnancyaccommodations](https://go.unc.edu/pregnancyaccommodations).

## EXPLAINING YOUR OBLIGATIONS

You can explain your role by saying, "Before you go any further, I care about what you have to say, but I want you to know that I am required to share any information you tell me about potential incidents of discrimination, harassment, and sexual misconduct with the Equal Opportunity and Compliance Office. I cannot keep what you tell me confidential. If you don't want information to go to the EOC, I can help you connect with confidential resources instead of sharing information with me."



## TAKE CARE OF YOURSELF

Receiving disclosures of harmful behavior can be difficult to manage. EOC staff are available to answer any questions that you have about your reporting obligations and whether any follow-up actions may be needed: [reportandresponse@unc.edu](mailto:reportandresponse@unc.edu) or 919-445-2759.

As an employee, there are supportive resources available to you, such as:

### Employee Assistance Program

[hr.unc.edu/benefits/work-life/eap](https://hr.unc.edu/benefits/work-life/eap)

877-314-5841

### Gender Violence Services Coordinators

[vpas.unc.edu/confidential-support](https://vpas.unc.edu/confidential-support)

919-962-1343

### Ombuds Office

[ombuds.unc.edu](https://ombuds.unc.edu)

919-843-8204

## TAKE CARE OF OTHERS

When receiving a disclosure from a student or employee related to harassment, discrimination or workplace violence, you can provide resource information if they are in need of support:

### Employee Assistance Program (for employees)

[hr.unc.edu/benefits/work-life/eap](https://hr.unc.edu/benefits/work-life/eap)

877-314-5841

### Counseling & Psychological Services (CAPS)

[caps.unc.edu](https://caps.unc.edu)

919-966-3658

### Gender Violence Services Coordinators

[vpas.unc.edu/confidential-support](https://vpas.unc.edu/confidential-support)

919-962-1343

### Ombuds Office

[ombuds.unc.edu](https://ombuds.unc.edu)

919-843-8204

*If someone shares that they have urgent safety concerns, please notify them of their option to call law enforcement at 911.*

