Responsible Employee Identifier-All Complaint Types

This is identifier is intended for employees that are required to report discrimination and <u>all</u> sexual harassment and sexual violence concerns. This includes: managers, supervisors, department chairs, human resources coordinators, academic personnel coordinators, and student conduct coordinators.

This can be used in various ways including in your email signature and/or in your syllabus to remind people about your reporting obligations.

OPTION 1   OPTION 2


OPTION 3:

For directions on how to update your email signature, go to:
https://support.microsoft.com/en-us/office/create-and-add-an-email-signature-in-outlook-com-776d9006-abdf-444e-b5b7-a61821dff034
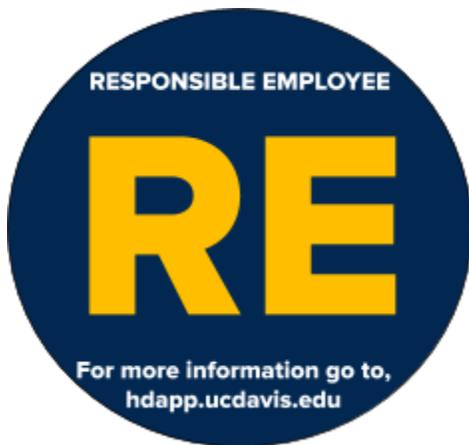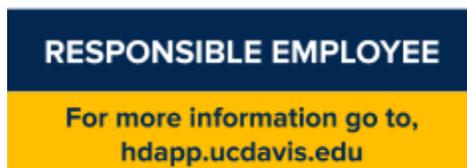
Responsible Employee Identifier- Sexual Violence and Sexual Harassment Complaints

This is intended for employees that are required <u>only</u> to report Sexual Harassment and Sexual Violence concerns, but <u>not</u> discrimination concerns. This includes any University employee who is not a confidential resource and the concern is learned through the course of employment.

This can be used in various ways including in your email signature and/or in your syllabus to remind people about your reporting obligations.

<u>OPTION 1</u>

<u>OPTION 2</u>

<u>OPTION 3</u>

For directions on how to update your email signature, go to:
https://support.microsoft.com/en-us/office/create-and-add-an-email-signature-in-outlook-com-776d9006-abdf-444e-b5b7-a61821dff034