

# Newsletter

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## **Who? What? When? How? Understanding Your Employee Obligations to Report Conduct at SUU**

As University employees, in certain situations, you are **required** to report information you learn. One purpose of reporting requirements is to create consistent, equitable, and fair processes that promote a safe and inclusive campus environment. In that spirit, if you have information, share it with the University office(s) responsible for reviewing that information and deciding how to process and address the concerns under University policies. Do not try to handle a matter yourself or keep it within a department. Failing to report information can appear like an attempt to conceal a problem, even if that is not the case. So, in short, promptly report concerns and information to the University employee-experts!

Here are some highlights you **MUST** know as a University employee, especially if you are an administrator or if you supervise an area. There are often multiple, simultaneous, mandatory reporting obligations for those with authority over an area. And other campus members are strongly encouraged to report concerns to assist SUU in keeping the focus of our environment on educating students.

**1. Violent, threatening, and substantially disruptive conduct.** All employees shall report conduct that is physically threatening, violent, or substantially disruptive to University operations. Who to report to depends on who is engaging in the behavior. Report emergencies to the police at 911. Additionally, if the conduct is by an employee, please report to Human Resources. If the conduct is by a student, report to the Dean of Students. If it is by a Visitor, please report to the Executive Director, Enterprise Risk Management and Compliance. For more information, please see [SUU Policy 5.0](#).

- 2. Discrimination, including Harassment.** Federal and state laws require the University to prohibit "discrimination" and "harassment" that are based on certain "protected categories." If you are a person required to report, you must promptly report all allegations—even if they are about you. To learn more about the definitions of "discrimination," "harassment," "protected categories," and when you are required to report, please review [SUU Policy 5.27](#) (Anti-Discrimination) and [5.60](#) (Sexual Misconduct prohibited by Title IX). More information also is available on the [Equal Opportunity](#) website.
- 3. Other Types of Student Misconduct.** Report other types of student misconduct to the Dean of Students. Any University employee, student, or other person may make a report of student misconduct under the Student Code of Conduct. Misconduct includes behavior such as disorderly conduct, property violations, hazing, stealing, and all unlawful conduct. For a full list of the types of conduct prohibited under the Student Code of Conduct, see [SUU Policy 11.2](#).
- 4. Other Types of Clery Crimes.** Clery Crimes are defined by a federal law that requires a University to report certain crimes in an annually published document. Therefore, the University must collect and compile those reported crimes. They include Murder, Manslaughter, Sexual Assault, Robbery, Burglary, Arson, Domestic Violence, Dating Violence, Stalking, Liquor, Drug and Weapons Law Violations, Larceny, Vandalism, and Intimidation. Sometimes the conduct overlaps with conduct included in categories discussed above. This means you may have to report under both. Those who must report under Clery are "Campus Security Authorities." To learn more about Clery Crimes and whether you are a Campus Security Authority, see [SUU Policy 5.67](#).

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5. **Abusive Conduct.** Employees are directly responsible for reporting perceived abusive conduct by another employee to their supervisors. Supervisors should then notify Human Resources to coordinate an appropriate response. See [SUU Policy 5.61](#) for more information.
6. **Child Abuse.** Utah law requires any person that has reason to believe that a child is, or has been, subject to child abuse or neglect, or observes a child being subjected to abuse or neglect, to immediately report the suspected abuse or neglect to law enforcement. Utah Code 62A-4a-403, [SUU Policy 5.64](#). Reports of child abuse or neglect on University property or within or related to University programs can be made to the SUU Police (435) 586-9111 or other law enforcement agencies, or to the Department of Child and Family Services at 1-855-323-3237.
7. **Research Misconduct.** The University must report and investigate all instances where there is a reasonable presumption the someone at SUU has engaged in research misconduct. Because of that, all University faculty, employees, students, collaborators, and research consultants have a corresponding responsibility to report apparent research misconduct to the Research Integrity Officer. See [SUU Policy 6.14](#) for more information.
8. **Ethics.** SUU employees, students, and community members are encouraged to report conduct that violates state ethics laws and policies. See [SUU Policy 5.62](#) for more information. Suspected violation reports can be made through EthicsPoint at the [reporting website](#) and will be routed to the applicable supervisor/administrator. In addition to reporting violations of these rules, some policies also require disclosures, prior to--and with an aim of avoiding--any violation. For example, [SUU Policy 5.7](#) requires employees to disclose any personal interests that may be in conflict with their employment responsibilities to the University. [SUU Policy 5.18](#) requires employees to submit a sworn, written disclosure of any relative or household members under their supervision. Under [SUU Policy 5.63](#), any employee engaging or intending to engage in sexual conduct with a subordinate employee or subordinate student must immediately disclose the relationship to their direct supervisor.

If you are a University employee, and a student, another employee, or other person comes to you to share a concern, please do not guarantee strict confidentiality or that you "won't tell." You can see from the above list, that often you must report. Instead, help guide the concerned person and let them know you will get the information to the right office or resources.

Also, we strongly encourage you to review the policies linked above and be familiar with them. Many of these reporting obligations require a baseline knowledge to be able to identify if there is an issue you need to report. Employees are charged with knowing SUU Policies and abiding by them, so it is worthwhile to read them, especially those listed above. **If you only take away one thing from this article, our office encourages you to be familiar with the policies and err on the side of over-reporting and consulting the campus experts.**

To make reports about a concern, go to the SUU [reporting website](#). If you are an employee acting on behalf of the University and are not sure whether or where you need to [report](#), please contact the [Office of Legal Affairs](#).

