

Reporting a Sexual Harassment and/or Bias incident

Whether you are supporting friends, colleagues, and students at Western New England University, it is important to report the matter in order for them to obtain the support (emotional and physical) they may want or need. You may also wish to report the information on your own behalf.

If you are an employee of WNE (paid student leader, paid grad student, faculty (full or part-time) or staff member, please remember you cannot promise CONFIDENTIALITY. You may keep the situation private. As stated in the **Sexual Misconduct Policy**:

“(individuals) are required to immediately report all information obtained, whether directly or indirectly, about incidents of Sexual Misconduct to the Title IX Officer including the names, if known, of the victim and all others involved in, or having knowledge of the incident.

Reporting allows the Title IX Officer to provide support services and information concerning reporting and resolution options and procedures to individuals who may have been subjected to Sexual Misconduct and to evaluate patterns, trends, and safety issues for the Community at-large.”

The following are steps on how to submit a report, followed by a document with screen shots to walk you through the process.

LOG IN:

Step 1: log into Guardian <https://wne.guardianconduct.com/incident-reporting>

BACKGROUND INFORMATION:

Step 2: Sign in with your full name, title (faculty, students, administrator) and WNE email address OR choose the anonymous button. **NOTE: providing no information pertaining to identity limits the ability to provide all involved with support and assistance**

INFORMATION:

Step 3: Go to REPORT TYPE drop down and highlight Sexual Harassment and Bias Reporting

Step 4: Enter the date by using the calendar icon or manually with a two digit day, two digit month and four digit year

Step 5: Enter the time either manually or by using the clock icon. Please remember to select am or pm

Step 6: Enter the location: OFF CAMPUS OR ON CAMPUS. If OFF CAMPUS, the BUILDING LOCATION is NONE; for ON CAMPUS, select the BUILDING and specific location if available

Step 7: If you are reporting the incident about yourself and wish to remain anonymous, click YES; if you are reporting for another person, click NO. **Please remember that anonymity limits the ability to provide all involved with support and assistance**

Step 8: Enter your full name under the section provided

Step 9: Please indicate your role

Step 10: Please put a check mark next to ANY evidence that is included in the Type of Incident

Step 11: Indicate the Focus of the activity; you may check more than one

Step 12: Please indicate which is your preferred method of follow-up, if needed

Step 13: Details section is where you will place what information was shared with you, what you witnessed or what occurred to you. By indicating such will provide the opportunity to prepare as many preliminary resources as possible

INVOLVED PARTIES:

Step 14: Include the name of the reporting person, if they wish for you to do so, under NAME; if they wish to remain anonymous, please use ANONYMOUS as their name and email as ANONYMOUS@wne.edu

Step 15: Indicate the role of the involved party:

Complainant: the individual that the alleged act happened to

Respondent: the individual allegedly committing the act

Step 16: please indicate their phone number, if provided

Step 17: Indicate their WNE email. Again, if they wish to remain anonymous, the email as ANONYMOUS@wne.edu

Step 18: If there is another individual involved (for example, you have the name of the complainant and respondent), click +Add another, and repeat steps 14-17

SUPPORTING DOCUMENTATION:

Step 19: If there are photos, emails, text messages, statements, that are shared, please upload those to this section. If none, proceed forward

ONE LAST STEP:

Step 20: verify the reCAPTCHA. If you do not see this gray check box that says "I'm not a robot", please try another browser