Reporting Obligations

Quick Guide for Employees

As a UC employee, you may have certain obligations to report what you learn about incidents of violence, abuse, neglect, discrimination and harassment, or other conduct that could be a violation of the law and/or University policy.

Reporting obligations enable the University to address and prevent harm. Please report any disclosed, witnessed, or suspected harm, even if you are unsure you are required to report it. The responsible office will determine whether the incident fits reporting criteria and next steps.

You may have more than one reporting obligation. For concerns that don't fit into one of these categories, you can use the Whistleblower Hotline.

The second page is intended to help you understand how to report.

If someone approaches you to talk about a difficult experience they had, it is important to respond with care and concern.

Listen actively and respond without blame, doubt, or judgment, and without attempting to investigate.

Let them know about your reporting obligations.

Connect the person with resources so they can get support and understand their rights and options.

For anyone affected by sexual violence and sexual harassment, a good place to start is the confidential PATH to Care Center. For 24/7 urgent support, please call the Care Line at 510-643-2005.
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<td><strong>See policy for details.</strong></td>
<td>Clery crimes that you witnessed or that were reported to you</td>
<td>If there is a serious or ongoing threat, you must report to University of California Police Department (UCPD) immediately. All other crimes may be reported to the Clery Division using the CSA Reporting Form</td>
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**WHO MUST REPORT**

- Responsible for campus security
- Designated to receive crime reports
- With significant responsibility for student & campus activities (e.g. Registered Student Organization advisors, athletic coaches, Resident Assistants)

**WHAT TO REPORT**

- Sexual violence & sexual harassment (SVSH)
- Protected category discrimination and harassment
- Abusive conduct or bullying in the workplace
- Observed/suspected child abuse/neglect (CANRA), imminent threat of harm to a minor

**HOW TO REPORT**

- Report to The Office for the Prevention of Harassment and Discrimination (OPHD) via one of these options:
  - Submit an online report
  - Email ask_ophd@berkeley.edu
  - Call 510-643-7985
  
  For more, see the Responsible Employee Quick Guide

- Report to Employee and Labor Relations by submitting an online report

- Please take all of the following steps:
  1. Immediately notify police (UCPD: 510-642-6760) & your supervisor
  2. Submit a report to the University Whistleblower Hotline
  3. Submit a CANRA Report within 36 hours to authorities

**MORE INFO**

- Email: clery@berkeley.edu
- Email: ask_ophd@berkeley.edu
- Email: AC_elr@berkeley.edu
- Email: risk@berkeley.edu