

Allegany College of Maryland  
**STUDENT & LEGAL AFFAIRS – Title IX**

**RESPONSE GUIDE – HOW TO REACT?**  
SEXUAL HARASSMENT & SEX DISCRIMINATION POLICY

As a friend, instructor, staff member, or other caring person at ACM, you may be someone in whom a member of our campus community chooses to confide their experience of sexual harassment or sex discrimination. Be proud that this person trusts you. Be worthy of that trust.

✚ HOW SHOULD I REACT IF A STUDENT OR COLLEAGUE (OR ANYONE) TELLS ME ABOUT AN ASSAULT OR INCIDENT?

With kindness.

Without judgement.

Listen. Don't interrupt or interrogate.

Provide comfort, tissues, and a gentle ear.

If you are too uncomfortable, find someone else to help.

(Call Student Affairs or an ACM employee who has completed Mental Health First Aid ®)

Urge medical treatment right away if indicated.

(ie., there are injuries, risk of illness/STI, or chance of pregnancy)

Recommend counseling: ACM offers free services\*

\*See the *Quick Reference Guide* for information about services provided on campus and off-campus, including Family Crisis Resource Center, our community's local sexual assault/domestic violence agency.

Don't make promises that you cannot keep.

Have a conversation about reporting the incident. We want to help.

✚ CAN I KEEP WHAT THEY TELL ME A SECRET? Maybe, maybe not. All ACM employees are **urged** to report any incident covered by the Sexual Harassment & Sex Discrimination Policy to the Title IX Coordinator. Some employees are **required** to report knowledge of a violation to the Title IX Coordinator; those employees include Campus Safety/Special Police, HR, administrators, and other designated officials. Students are urged but not required to report. Confidentiality will be protected by the Title IX Coordinator and/or Title IX Team members to the greatest extent possible. We will be sensitive to the complainant's concerns, and our primary focus will be stopping the misconduct, preventing a recurrence, and remedying any harmful effects upon the parties.

✚ HOW DO I MAKE A REPORT? By telephone, email, reporting form (attached), or in person.

✚ WHAT IS EXPECTED OF ME LATER? Nothing is required unless you receive a notification to provide information as a witness; however, it would be kind of you to check in with the person and offer continued support.

✚ WILL I HAVE TO TESTIFY AT A HEARING? Maybe. If the report results in a formal investigation, you could be contacted by the Investigators to share what you know. Later, there will likely be a hearing, and the parties have the right to call witnesses. If you are called to testify, you must answer questions from each party's advisor who may or may not be an attorney. If the incident is reported to the law enforcement and criminal charges are filed, you could be interviewed by police and called to testify at trial.

✚ CAN I GET IN TROUBLE FOR REPORTING? No. Allegany College of Maryland prohibits retaliation in any form and against any person. Also, the College will not initiate disciplinary action against any party or witness who was under the influence of drugs or alcohol at the time of the reported sexual harassment or sex discrimination.

✚ WHAT IF HEARING SOMEONE'S STORY CAUSES DISTRESS FOR ME? That is completely understandable and normal. Take care not to turn the conversation with the person who shared their story into a conversation about *your* feelings. After you've helped the other person, get help for yourself; ACM offers free counseling and support.