

Understanding the Obligation to Report to OIEC

Who is obligated to report policy concerns to OIEC?

Many university employees are designated as “responsible employees” which makes them mandatory reporters when they become aware of any concern involving sexual misconduct, intimate partner violence, stalking, protected-class discrimination or harassment, or related retaliation.

Faculty, graduate instructors, academic advisors, coaches, supervisors, residential staff, and anyone overseeing students, staff, or university programs are required to promptly report concerns to the Office of Institutional Equity and Compliance (OIEC).

This applies no matter where or when an incident occurred, or how a responsible employee was made aware.

The goal is to ensure the impacted individual is safe, supported, and informed of their options.

When in doubt, contact OIEC for further guidance at 303-492-2127 or report an incident at oiiec@colorado.edu or online using the [Report to OIEC](#) form.

What do I do if a student or an employee asks to speak to me confidentially?

- If someone asks to speak confidentially, employees can share that they must forward some concerns to OIEC. Reassure the person that they do not have to engage in a resolution process unless they choose to and will have access to support and safety resources regardless.

Here is an example of what you could say:

- “I’m so sorry this happened to you and grateful that you told me. As someone who is required to relay these kinds of concerns to the university, I must make OIEC (Office of Institutional Equity and Compliance) aware. You do not have to talk to them or engage in any resolution process if that is not what you want. They will reach out to you to let you know about your options and the support available, including confidential resources, so that you can get the support you may need.”



- A responsible employee can also give someone a chance to consider talking to a confidential resource before they disclose anything.

Here is an example of what you could say:

- “Before you tell me more about what’s going on, I want to let you know (or remind you) that if it involves any discriminatory conduct, harassment, sexual misconduct, abuse in a relationship, or stalking, I am required to make OIEC aware of the concern. The university takes these issues very seriously. You would not be obligated to talk to OIEC or engage in any resolution process if that is not what you want, but they offer resources regardless. I’m glad that you came to me, and I would like to be helpful. If you would rather talk to someone who is completely confidential, I can connect you with those resources first so that you can decide what’s needed.”
- More information on recognizing concerns, confidential resources, and ways to help others can be found at <http://www.colorado.edu/dontignoreit/>
- Visit www.colorado.edu/oiec for more information about university policy and OIEC processes and procedures.