Intake meeting
with Complainant; discussion of resolution options and supportive measures

Responsible Employees

All employees (including student employees), who are not Confidential, must notify OPHD if, in the course of their job, they learn that a student may have experienced SVSH. **Managers, supervisors, faculty, and administrators** must notify OPHD if anyone affiliated with the University may have experienced SVSH or protected category discrimination and harassment. Campus Security Authorities have additional reporting obligations.

Reporting sexual violence & sexual harassment (SVSH); protected category discrimination & harassment; retaliation; and hate/bias incidents

- **OPHD online reporting form**
- **OPHD email:** ask_ophd@berkeley.edu
- **OPHD phone:** 510-643-7985 (**711 CA Relay)**
- **Whistleblower portal** (**Anonymous option available**)

Anyone can report a concern. Reporting enables the University to address and prevent harm and impacted parties to receive information about their options and resources.

**What happens when a report is made?**

1. Initial assessment of report
2. Email outreach to the impacted person (Complainant), resource information provided
3. **Intake meeting** with Complainant; discussion of resolution options and supportive measures
4. Resolution pathways:
   - Closure following initial assessment (may include **targeted preventive education**)
   - **Alternative Resolution** (if parties agree)
   - Investigation

**Throughout the process:**

- Complainants can decide whether to initiate a resolution process
- University can offer support services to all parties and witnesses
- Parties can have a support person and advisor accompany them
- University will offer **supportive measures**, including no-contact directives and academic & workplace adjustments, if appropriate.

**More Resources**

- **PATH to Care Center** (Confidential survivor support): **Urgent 24/7 Care Line:** 510-643-2005
- **Notice of Rights and Options**
- **Where to Get Support Quick Guides**
- **Respondent services**
- **Responsible employee guidance**
- **Understanding different reporting obligations**
- **SVSH hub website**

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