

Institute for Clinical Social Work

Statement of Rights and Options of Individuals Filing Complaints Under ICSW's Sexual Misconduct Policy and Complaint Resolution Procedures

I. ICSW'S PROHIBITIONS AGAINST SEXUAL MISCONDUCT

Sexual misconduct, including sexual discrimination, harassment, non-consensual sexual intercourse and/or contact, exploitation, and interpersonal violence such as stalking, dating violence and/or domestic violence, is prohibited by and will not be tolerated at the Institute for Clinical Social Work (ICSW). Definitions of sexual misconduct and a full description of ICSW's policy regarding sexual misconduct is set forth in ICSW's "Sexual Misconduct Policy and Complaint Resolution Procedures," which is attached as an exhibit to this brief Statement.

II. CONTACT INFORMATION FOR ICSW AND FOR EXTERNAL ASSISTANCE, INCLUDING LAW ENFORCEMENT

Reporting within ICSW: to manage ICSW's compliance with Title IX, ICSW has a designated Title IX Coordinator, Michael Bauman (Vice President, Finance and Operations), trained in the ICSW's policies and procedures, state and federal law and other issues related to addressing sexual misconduct. Mr. Bauman can be contacted during regular business hours at (312) 935-4242 or titleixcoordinator@icsw.edu. You may also report concerns or make a complaint on-campus as follows:

- **To the President of ICSW:** Michelle Taylor (312-935-4234; mtaylor@icsw.edu)
- **To ICSW through filing of an electronic complaints:** Sebastian Beaudet (sbeaudet@icsw.edu)
- **To the Office of Student Affairs:** Elizabeth Oller (312-935-4245; eoller@icsw.edu)

While ICSW will take all reasonable steps to preserve your privacy while investigating such complaints, reports to these individuals will trigger an investigation and may require that information be shared within the Institute or with those involved in the investigation, including the responding party.

Confidential Advisor: in addition, Rape Victim Advocates (RVA) (773-907-1062) serves as a Confidential Advisor and is available to discuss incidents of sexual misconduct in confidence. Generally, RVA will only report to ICSW that an incident occurred without revealing any personally identifying information. Disclosures to RVA will not trigger an ICSW investigation into an incident.

Reports to external confidential resources: the following community-based crisis centers are also available as confidential resources:

- **The Chicago Rape Crisis Hotline:** 888-293-2080
- **National Sexual Assault Telephone Hotline:** 800-656-HOPE (4673)

Reports to law enforcement: you may also, but need not, report sexual assault to law enforcement. If you are in immediate danger, **call 911 for the Chicago Police Department. The non-emergency number for the Chicago Police Department is 3-1-1.** You have a right to request and receive assistance from campus authorities in notifying law enforcement, should you choose to do so. The ICSW Title IX Coordinator (Michael Bauman) should be contacted for assistance.

Local medical assistance: the nearest facility with trained sexual assault examiners is Northwestern Memorial Hospital, 251 E. Huron Street, Chicago, IL 60611 (312-926-2000). NMH also has counseling and therapeutic facilities, and ICSW will assist complainants in accessing such assistance.

III. SUMMARY OF COMPLAINT RESOLUTION PROCEDURES

ICSW provides a prompt, fair, and impartial institutional resolution to reported allegations of sexual misconduct. ICSW's process is completely separate from the police and courts. ICSW aims to bring all allegations to a resolution, including the appeals process, within a sixty (60) calendar day time period; this time period can be extended as necessary for good cause by the Title IX Coordinator or other ICSW official upon written notice to the parties of the extension and an explanation of the reason for the extension. The parties are regularly notified by the Title IX Coordinator of the status of the proceedings throughout their duration.

The process of investigation and resolution involves (1) initial assessment of a complaint by the Title IX Coordinator; (2) offering of interim resources and imposition of interim measures pending resolution of the complaint (which may continue through the investigation and extend past the point of resolution); (3) attempted informal resolution if appropriate and subject to the parties' agreement; (4) formal investigation and resolution of the complaint; and (5) a limited right to appeal available to complaining and responding parties. The full details of this procedure are set forth in the attached full Policy (attached to this Statement).

IV. AVAILABLE RESOURCES, ACCOMMODATIONS AND PROTECTIVE MEASURES

Upon receipt of a complaint of alleged sexual misconduct, the Title IX Coordinator will take prompt and appropriate interim measures and/or provide appropriate interim resources to support and protect you and prevent any further acts of misconduct, harassment, or retaliation prior to the final resolution of the complaint. Interim measures may be imposed regardless of

whether formal resolution or interim measures are sought by the Reporting Party or ICSW. Interim measures, accommodations, and resources may include, but are not limited to:

- *Referral to counseling and health services;*
- *Referral to the Employee Assistance Program (employees only);*
- *Alteration of Responding Party's (and/or Reporting Party's, if he or she desires) class assignments, academic program, or other academic arrangements;*
- *Modification of work arrangements and/or scheduling;*
- *Campus escorts and/or changes to campus transportation arrangements;*
- *"No Contact Orders";*
- *Orders barring responding parties from campus or facilities or from use of the institutional server; and/or*
- *Assistance with seeking medical care, seeking civil protective orders, or filing reports with law enforcement.*

Interim measures will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of ICSW to provide the interim measures. The list above is not all-inclusive, and you have the option to request other appropriate changes to academic, living, transportation, and working situations or protective measures. ICSW shall make such accommodations or provide such protective measures at your request and if the accommodation is reasonably available, without regarding to whether you choose to report to local law enforcement.