

Incident Reporting Guidance

Yale University's Discrimination and Harassment Resource (DHR) Coordinators, the Office of Institutional Equity and Accessibility (OIEA), and the Title IX Coordinators specifically have been charged by the University with receiving and responding to concerns about sexual misconduct, discrimination, harassment, and retaliation under this [policy](#). Yale School of Nursing (YSN) DHR and Title IX Coordinators are a school's best resource in discussing a concern related to sexual misconduct, discrimination, harassment, or retaliation, particularly as the coordinators will be knowledgeable about resources specific to their school or college.

Title IX/[DHR](#) Coordinators and other representatives will maintain privacy of concerns and complaints as much as possible, consistent with the nature of the concerns. **An individual may request that the University not disclose their identity to anyone else, including the person accused of misconduct.** The University strives to preserve the privacy of information shared where maintaining such privacy does not conflict with Yale's obligation to appropriately respond to reports and eliminate sexual misconduct, discrimination, harassment, and or retaliation. Title IX and DHR reports will be handled by the respective coordinators in consultation with the YSN Associate Dean of Equity, and privacy will be maintained insofar as it can, except in cases whereby **mandatory reporting** to appropriate officials is required.

If there is an imminent threat or danger, please contact the University Police at (203) 432-4400 (if on Yale's campus) or dial 911. If the respondent is in the reporting chain, contact the Title IX or DHR Coordinators directly by email or this [YSN Incident Reporting Form](#).

Complainants and or witnesses should observe the following processes for reporting:

1. Title IX (sexual misconduct, discrimination, harassment, and or retaliation based on sex or gender). [See policies](#).
 - a. Report to YSN Title IX Coordinator, Heather Reynolds.
 - i. [YSN Incident Reporting Form](#) Heather.reynolds@yale.edu
 - ii. YSN Title IX Coordinator will work in consultation with the complainant to determine the next steps.
 - iii. When appropriate, the coordinator will help facilitate intervention with the complainant and other parties.
 - iv. Recommendations will be made for: investigations, informal resolutions, support, and other resources to guide dialogue.
 - v. Pursuant to the prerogative of the complainant, communication with the respondent may occur as part of the Restorative Justice process.
 - b. The following are also available for direct access to reporting and resources:
 - i. [Yale Title IX Office](#), [Yale SHARE Center](#), [Yale Police Department](#)
2. Discrimination and Harassment Resources (discrimination, harassment, and or retaliation **not related** to sex, gender, or sexual misconduct). [See policies](#).
 - a. Report directly to the YSN Deputy Title IX and DHR Coordinators (Erin Morelli & Heather Reynolds) or directly to the [Yale OIEA](#).
 - i. [YSN Incident Reporting Form](#), Erin.Morelli@yale.edu or Heather.reynolds@yale.edu
 - ii. DHR Coordinators will work in consultation with the complainant to determine the next steps.
 - iii. When appropriate, the coordinators will help facilitate intervention with the complainant and other parties.
 - iv. Recommendations will be made for: investigations, informal resolutions, support, and other resources to guide dialogue.
 - v. Pursuant to the prerogative of the complainant, communication with the respondent may occur as part of the Restorative Justice process.
 - b. The following are available for direct access to reporting and resources:
 - i. [Yale OIEA](#) – [Direct OIEA Reporting Form](#), [Yale SHARE Center](#)
3. Other Issues
 - a. Faculty: Report to your specialty director (SD) or department chair (DC). SDs or DCs may consult with the [YSN ODEIB](#) for support at ysn.diversity@yale.edu.
 - b. Staff: Report to your direct supervisor (DS). DSs should report to the department head (DH). DHs may consult with the [YSN ODEIB](#) for support at ysn.diversity@yale.edu.
 - c. Students: Report to your faculty of record (FR) or faculty advisor (FA). FRs or FAs should report to the SD. SDs may consult with the [YSN ODEIB](#) for support at ysn.diversity@yale.edu.

Yale University OIEA Definitions

Complainant: an individual concerned about conduct that may constitute discrimination, harassment, retaliation, or other inappropriateness.

Respondent: an individual alleged to have engaged in conduct that may constitute discrimination, harassment, retaliation, or other inappropriateness.

Witness: an individual who observed conduct that may constitute discrimination, harassment, retaliation, or other inappropriateness.