



## Reporting Sexual Harassment and other Prohibited Conduct: A Guide for University of Louisiana at Lafayette Employees

### If you receive a report of concern regarding *Sexual Harassment and other Prohibited Behavior*:

- Employee must notify the Title IX Coordinator within 24 hours and refer Complainant to the Title IX Coordinator. The Title IX Coordinator will discuss options, supportive measures, and the complaint process with Complainant (counseling, housing adjustments, class/work schedule adjustments, etc.).

Teresa LeDay, Title IX Coordinator  
Buchanan Hall, Suite 116  
111 Boucher St., Lafayette, LA 70504  
Email: [titleix@louisiana.edu](mailto:titleix@louisiana.edu)  
Phone: 337-482-1819

- Employee should make every effort to ensure that the Complainant understands:
  - Employee's obligation to report the names of the Complainant and Respondent, as well as relevant details about the alleged incident (including the date, time, and location), to the Title IX Coordinator
  - The Complainant's option to request that the University maintain his or her confidentiality, which the University will consider but cannot guarantee
  - The Complainant's ability to share the information confidentially with confidential resources such as Counseling and Testing Center and Student Health Center
  - The Complainant's option to file a police report if the reported conduct is criminal in nature
    - If Complainant wishes to file a police report, offer assistance in notifying law enforcement. ULPD: Phone:337-482-6447, Bittle Hall
    - If Complainant does not wish to notify law enforcement at the time, employee **must not** make a police report, however if employee is a CSA, employee shall submit a report pursuant to Clery obligations
      - Exceptions: Employee should make a police report if the situation:
        - Is an emergency situation (imminent danger or ongoing threat); 911 should be utilized
        - Involves a minor (under the age of 18), unless emancipated by reason of marriage or by a judge prior to juvenile proceedings (La. Children's Code art. 609)

For more information, visit: <http://titleix.louisiana.edu>

#### On-Campus Confidential Resources

University Counseling and Testing Center  
337-482-6480

O.K. Allen Hall, Saucier Wellness Center  
220 Hebrard Boulevard

Office of Student Health Services  
337-482-1293

O.K. Allen Hall, Saucier Wellness Center  
220 Hebrard Boulevard

#### Off-Campus Confidential Resources

Hearts of Hope

<http://www.theheartsofhope.org/>

337-233-RAPE (7273)

Located in Lafayette, LA

Faith House

<http://www.faithhouseacadiana.com>

337-232-8954

800-411-1333 (24 hour crisis hotline)