



## GENERAL COUNSEL'S OFFICE

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### **Protocol for Reporting, Management, and Tracking of Allegations of Sexual Misconduct Committed by USNH Employees**

(August 23, 2019)

**Scope:** This protocol applies to any allegation of sexual misconduct committed by a USNH employee, regardless of the source of the allegation, whether a student, employee, visitor, or anyone else. For these purposes “sexual misconduct” means sexual harassment or sexual violence.

**Timing:** The Title IX Coordinator will provide the initial notice to the CEO; the CEO, in turn, provides a notice to the Chair of the Board and Chair of the Audit Committee. These initial notices are to be made “as soon as the allegation is known.” Follow-up status reports will be made as necessary to keep the CEO and the Board and Audit Committee Chairs appropriately informed, at least every three months. A final report will be made when the matter is resolved.

**Content:** Initial notice to the Board Chair and Audit Committee Chair will not include personally identifying information for either the complainant or the accused employee. Initial notice will include:

- The subject employee’s position type (e.g., faculty, staff, administrator, executive, or other);
- The complainant’s relationship to the institution (e.g., employee, student/visitor, contractor, or other);
- Brief description of the allegations, including the type (e.g., harassment, assault, or other) and mode (e.g., verbal, physical, or other) of alleged misconduct;
- Date of alleged occurrence, if known;
- Date on which allegations were received by the Title IX Coordinator;
- Plan for follow-up or investigation; and
- Expected timing of next/final report.

- Initial notice to the CEO will include the above and further information as may be required by the CEO.
- Follow-up reports will include the status of the matter and substantial developments since the last report.
- Final reports will include (1) findings of fact, (2) a description of any policy violations, (3) the resolution, and (4) what, if anything, will be done to lessen the likelihood of recurrence.

**Format:** All notices and reports (initial, follow-up, and final) will be in writing, copied to the General Counsel, and prominently marked “Privileged and Confidential.”

**Tracking:** The General Counsel will maintain a record of all notices and reports (initial, follow-up, and final) as well as a running record of the current status of each case.

*-- End of Protocol --*