

Responsible Employee Cheat Sheet

WHAT TO REPORT

Any & all information regarding Prohibited Conduct, including:

- Sexual Assault
- Dating/Domestic Violence
- Stalking
- Sexual Harassment
- Sexual Exploitation
- Retaliation

Include **at minimum...**

- The name of the victim
- All details known regarding the incident (who, what, where, when, etc.)
- Name of person who allegedly caused the harm (if this was shared with you)

HOW TO REPORT

You can report to the Office of Title IX & Sexual Misconduct, via:

Online Report.

Visit www.titleix.tcnj.edu --> Click on "File a Report" in the banner

Email.

Chelsea Jacoby - jacobytc@tcnj.edu

Caitlin Babcock - babcockc@tcnj.edu

Phone.

Chelsea Jacoby - 609-771-3112

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WHEN TO REPORT

Immediately.

At the very least, *must be* **within 24 hours** of learning of the Prohibited Conduct.

