

# How to Respond to Critical Issues

Guide for University Employees

## What do I do if I become aware of a violation of the University's Policies including, but not limited to, Bullying, Fraternization, and Ethics?

Complaints can be submitted to the Human Resources Office, Showalter Hall 314, 509-359-2381 or email [CIR@ewu.edu](mailto:CIR@ewu.edu)

## What do I do if I need accommodations or if I have a student who requests accommodations based on a disability?

- **Refer students to:**  
Kevin Hills, Student Disability Services, Tawanka 121, 509-359-4706
- **Employees can contact:**  
Caren Lincoln, Human Resources, Showalter Hall 314, 509-359-2381

## What do I do if a student or I need access to Counseling or Psychological Services?

- **Refer students to:**  
Counseling and Psychological Services (CAPs), Martin Hall 225, 509-359-2366
- **Employees can contact:**  
Employee Assistance Program (EAP), Human Resources, Showalter Hall 314, 509-359-2381

## Who can I contact regarding issues regarding affirmative action, EEOC Complaints or HRC complaints?

Contact Kim Davis, Showalter Hall 216, 509-359-6874

## Who can I contact regarding issues of diversity and inclusion?

Contact Shari Clarke, Showalter Hall 216, 509-359-4742

## How can I report an emergency or a crime?

Contact EWU Police, dial 911 or 509-359-7676

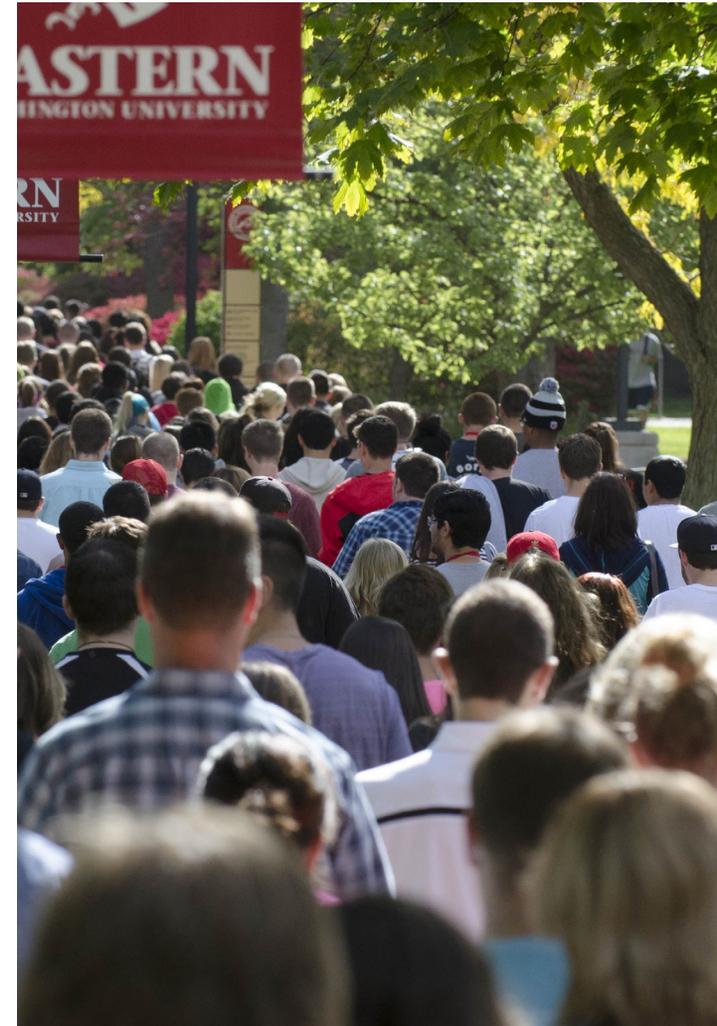
## What can I do if I become aware of improper governmental conduct and wish to file a Whistleblower complaints?

Report to the Washington State Auditor's Office, 360-725-5358

## What can I do if I have a question about the Washington State Ethics Law or wish to file a State Ethics Complaints?

Contact the University's Ethics Officer, Deborah Danner, Human Resources, 509-359-2381, or the State Ethics Board, 360-664-0871

For more information, visit [ewu.edu/CriticalIssues](http://ewu.edu/CriticalIssues)



As an employee of EWU, you play an important role in ensuring our campus is a safe and principled environment accessible to all students and colleagues. The University maintains resources to respond to significant matters which you may encounter in the course of your employment including: sexual misconduct/violence, discrimination, bullying, fraternization, disability accommodations, counseling or mental health matters, emergency or criminal matters, and improper or unethical conduct. If you encounter any of these issues, contact the resources identified in this brochure for assistance.

### What do I do if I become aware of or experience sexual harassment, sexual violence, or interpersonal violence (Title IX Complaints)?

- In all cases, notify the Title IX Coordinator within 24 hours of becoming aware of an alleged incident of sexual harassment, sexual violence, or interpersonal violence regardless of whether or not someone wants to file a complaint or requests confidentiality.
- If someone wishes to file a complaint regarding sexual harassment, sexual violence, or interpersonal violence, direct them to appropriate university resources as follows:
  - **Allegations against a student:**  
If the allegations involve allegations of misconduct against a student (e.g. a student sexually assaulted another student), submit complaints to the Dean of Student's Office, Showalter Hall 300, 509-359-7924, or EWU Police, dial 911 or 509-359-7676
  - **Allegations against an employee, visitor, or contractor:**  
If the allegations involve allegations of misconduct against an employee (including student employees), a visitor, or contractor, submit complaints to the Human Resources Office, Showalter Hall 314, 509-359-2381 or email to [CIR@ewu.edu](mailto:CIR@ewu.edu)
- Victims of sexual misconduct can receive confidential services from Lutheran Community Services, 509-747-8224

### What do I do if I become aware of or experience discrimination on the basis of race, color, creed, religion, national origin sex (other than sexual harassment or sexual violence), pregnancy, sexual orientation, gender identity/expression, genetic information, age, marital status, families with children, protected veteran or military status, HIV or hepatitis C, status as a mother breastfeeding her child, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability?

- If someone wishes to file a complaint regarding sexual harassment, sexual violence, or interpersonal violence, direct them to appropriate university resources as follows:
  - **Allegations against a student:**  
If the allegations involve allegations of misconduct against a student, submit complaints to the Dean of Student's Office, Showalter Hall 300, 509-359-7924
  - **Allegations against an employee, visitor, or contractor:**  
If the allegations involve allegations of misconduct against an employee (including student employees), a visitor, or contractor submit complaints to the Human Resources Office, Showalter Hall 314, 509-359-2381 or email [CIR@ewu.edu](mailto:CIR@ewu.edu)

