

## **Appendix B**

### **Topics for Prevention and Awareness Programs**

The following recommended topics are based on VAWA regulations at 34 CFR § 668.46(j)(1)(i)(A)-(F) and the definition of “programs to prevent dating violence, domestic violence, sexual assault, and stalking” in § 668.46(a).

#### **A. Topics for prevention and awareness programs for students**

##### **1. Policy**

A statement of the University’s commitment to Title IX and nondiscrimination; prohibition against sexual harassment and, in particular, the offenses of sexual assault, domestic violence, dating violence, and stalking; policy against retaliation; commitment to provide confidentiality to reporting parties to the extent permissible by law (including regard for the safety of others).

##### **2. Definitions**

- Title IX and what constitutes sexual violence, including same-sex sexual violence
- The definition of consent, including examples
- Hostile environment sexual harassment; how to identify it, and how the campus analyzes whether conduct was unwelcome, and whether the conduct created a hostile environment
- Hawai‘i’s criminal definitions of sexual assault, domestic violence, dating violence, and stalking

##### **3. Prevention and risk reduction**

- Information on risk reduction; consent; the role of alcohol and drugs, including the deliberate use of alcohol and/or drugs to perpetrate sexual violence
- Safe and positive options for bystander intervention that may be carried out by an individual(s) to prevent harm or intervene when they observe a possible risk of sexual assault to another person
- The effects of sexual assault and trauma to the victim

##### **4. Reporting options**

- Timeframes for reporting

- Informal and confidential or anonymous options, in the context of the University's duty to ensure a safe and nondiscriminatory campus for all students and employees
- Formal reporting options
- How to report sexual violence to campus or local law enforcement; assistance provided by the campus; and the person's right to pursue law enforcement proceedings simultaneously with a campus Title IX complaint
- Names and contact information for the campus Title IX Coordinator and other designated offices, as appropriate (e.g., Deputy Title IX Coordinator(s), Vice Chancellor/Dean for Student Affairs, Campus Security) and an explanation of their responsibilities

5. Procedures

- Student conduct code relating to sexual misconduct
- Campus procedures, including impartial investigations, timeframes, importance of preserving evidence, rights of complainants and respondents to present evidence and to be accompanied by an advisor, notification of outcome, rights to appeal

6. Remedies and campus resources

- Possible sanctions and remedies that may be implemented following a campus disciplinary proceeding involving sexual misconduct
- Written notification of on- and off-campus resources, such as counseling, health, advocacy, and legal assistance, including confidential resources
- Availability of interim measures, upon request of the complainant and subject to reasonable availability of such accommodations, e.g., no contact orders, safety plans, academic adjustments, or changes to living arrangements

B. Topics for prevention and awareness programs for employees

The topics for employee training are similar as for student training; however, the employee information should also cover

1. For executives, managers, and supervisors – recommended responses to reports of sexual harassment and sexual violence, including practical information about identifying and preventing sexual violence, using nonjudgmental language, and importance of referral to Title IX Coordinator.
2. All University employees are subject to Title IX & VAWA. In order for the University to comply with these laws, all employees are expected to notify the campus Title IX Coordinator if they observe or otherwise become aware of sexual harassment and sexual violence. This gives the University the opportunity to prevent escalation, offer assistance and other remedial action, and to prevent future incidents.
3. The recommended responses for employees if they receive a report or observe a situation that might constitute sexual harassment or sexual violence.
4. That employees do not need to make a determination of whether sexual harassment, hostile environment, or sexual violence occurred – that is the job of the Title IX Coordinator and allied offices.
5. Specialized training for investigators, Title IX Coordinators, and others as needed.