

NDAH/EOO REPORTING REQUIREMENTS

Purpose: The purpose of this policy is to outline the appropriate reporting requirements and procedures for violations of the university's NDAH Policy (<https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>).

Scope: This policy applies to Recreational Sports professional staff, graduate assistants, and student staff.

Policy:

I. REPORTING

- a. In addition to the reporting requirements outlined by the Equal Opportunity Office, Recreational Sports sets these specific reporting expectations of departmental staff (full-time and part-time).
 - i. Professional staff, graduate assistants, and part-time staff (student and non-student) are required to report potential harassment, discrimination or sexual violence violations of the university's NDAH policy immediately upon learning of said information. Information on how to report potential violations can be found here: <https://eoo.uga.edu/Forms/ndah-complaint-form/>.
 - ii. After reporting to EOO, part-time staff (students and non-student) should report to their immediate full-time supervisor.
 - iii. Professional staff (Coordinators, Assistant Directors, etc.) should report violations to their Associate Director after reporting violations to EOO.
 - iv. If the immediate full-time supervisor is the subject of the complaint, employees are to go to the next level supervisor. Please see the departmental contact page for reference: <https://recsports.uga.edu/staff-directory/>.
 - v. Failure to report potential violations of the university's NDAH policy may result in disciplinary review and/or suspension or termination.