

CONFIDENTIAL UNIVERSITY EMPLOYEES

- Employees in Counseling and Psychological Services (CaPS);
- Employees in University Health Services (UHS);
- Religious and Spiritual Life Coordinator;
- The Student and Faculty Ombudsperson;
- The Staff Ombudsperson; and
- Employees who conduct human subjects-research studies that have been approved by the Institutional Review Board (IRB)

- In order for confidentiality to apply, Confidential Employees must be functioning within the scope of the Employee's job duties to which confidentiality applies.
- Confidentiality does not apply if the Employee receives information outside the scope of such job duties.

REPORTING QR CODE



Scan the QR code to report concerns of discrimination, sexual harassment, or sexual misconduct.

**Title IX &
Confidential
Employees**

(412) 268-7125
institutionalequity@cmu.edu



Carnegie Mellon University
Office for Institutional Equity
and Title IX

GUIDELINES FOR CONFIDENTIAL EMPLOYEES:

As a Confidential Employee, you are not required to make mandatory reports of prohibited conduct. However, you have specific obligations to inform individuals who disclose information to you.

DETAILS YOU MUST PROVIDE:

When someone informs you of conduct that may constitute Sex Discrimination or other Prohibited Conduct, you must:

1. **Identify** you are a Confidential Employee.
2. **Explain How** to contact the Title IX Coordinator.
3. **Explain How** to file a Complaint of Prohibited Conduct.
4. **Discuss How** Supportive Measures and Alternative Resolution options are available through the IEX Office and Title IX Coordinator.

CONFIDENTIALITY RULES:

Assistance and Support: You can provide assistance, support, and additional information.

Disclosure Limitations: You are prohibited from disclosing confidential information unless:

- **Permission is Given:** You have explicit permission from the person who disclosed the information.
- **Imminent Threat:** There is an imminent threat of harm to self or others.

- **Suspected Abuse:** The conduct involves suspected abuse of a minor under the age of 18.
- **Legal Requirements:** Disclosure is required or permitted by law or court order.

Reporting Requirements:

- **Non-Identifying Information:** You may be required to report non-identifying information to the University for crime reporting purposes.