



### General Reporting Obligation – Code of Ethics

The College of William & Mary's Code of Ethics requires all members of the university community to report any illegal or unethical conduct that comes to their attention, "so the university can investigate and take corrective steps." The Code of Ethics is focused on illegal or unethical conduct by members of the W&M community relating to the W&M community. We call this type of illegal or unethical conduct "misconduct."

There are many ways to report misconduct. The Office of Compliance & Equity has information about the different reporting and complaint mechanisms (<http://www.wm.edu/compliance/employee-complaints>) and can accept reports ([reportconcern@wm.edu](mailto:reportconcern@wm.edu)). Criminal conduct typically should be reported to William & Mary Police.

### Specific Reporting Obligations

In addition to the Code of Ethics' general reporting requirement, there are some things that employees (faculty and staff) must report in a particular way to comply with law or policy.

1. **All employees**, except for those who work in the Student Health Center, the Counseling Center, and the Haven and a very few other "confidential resources," are required to report specific incidents of **sexual harassment, including sexual violence** to the Title IX Coordinator ([reportconcern@wm.edu](mailto:reportconcern@wm.edu)). *See reverse for definitions of sexual harassment and sexual violence.*
2. **Faculty, supervisors and managers** must report incidents or complaints of **discrimination or harassment**.
3. **All employees** must report **threats and acts of violence**. *See reverse for list of "acts of violence".*
4. **Campus Security Authorities** (who are notified annually of their status) must report to W&M Police (757-221-4596) certain types of criminal conduct ("**Clery Act crimes**") occurring on campus or W&M-controlled property. *See reverse for list of Clery Act crimes.* Note that if the Clery Act crime is sexual assault, you may report to the Title IX Coordinator instead of the W&M Police.
5. **All employees** must report actual or suspected **abuse of a minor**. Such incidents must be reported to the Department of Social Services (1-800-552-7096) within 24 hours.
6. **All employees** must report (to their supervisors) **if they are convicted of certain drug or alcohol law violations**.

For more information about each of these reporting obligations, please visit the Office of Compliance & Equity website <http://www.wm.edu/compliance/mandatoryreporting>.

**Sexual Harassment and Sexual Violence – everyone must report** (very few exemptions for health care providers, counselors and victim support personnel)

- Sexual violence occurring on campus or on property owned or controlled by W&M. Sexual violence is physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Alcohol or drug use may render a person incapable of giving consent.
- Sexual harassment, including sexual violence, of a W&M student, regardless of where it occurred. Sexual harassment is unwelcome conduct based on sex. It can be unwelcome conduct that becomes severe or pervasive enough to create a hostile or offensive environment. Another form of sexual harassment is “quid pro quo” (“this for that”), which is where someone forces or threatens someone to submit to sexual advances or conduct by using their submission as a factor in a decision affecting that person.

**Threats and Acts of Violence – everyone must report**

- Intentional physical injury to another
- Intentional property damage
- Threats: language or behavior that threatens physical injury or property damage and has the effect of intimidating, frightening, coercing, or provoking others
- Brandishing or using a weapon in a manner not required by the individual’s job.

**Clery Act Crimes – Campus Security Authorities required to report**

*These crimes are defined in detail in the Crime Reporting Policy*

- Murder and manslaughter
- Sexual violence and other sex offenses, forcible or non-forcible, but not including sexual harassment or indecent exposure
- Domestic violence and dating violence
- Stalking
- Robbery and burglary
- Aggravated assault
- Motor vehicle theft – including theft of motorized scooters, golf carts, motorized wheelchairs, etc.
- Arson
- “Hate crimes”: crime involving bodily injury, or larceny-theft, simple assault, intimidation, and destruction/ damage/ vandalism of property, when motivated by the perpetrator’s negative opinion or attitude toward a group of persons based on their race, gender or gender identity, religion, sexual orientation, ethnicity/national origin, or disability.

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