If you or anyone is in immediate danger or needs immediate help, call 911

The following checklist is for use as a general guideline, to be used to verify that your rights at the University have been explained to you. If you feel that any of the following has not been carried out properly, we encourage you to communicate this promptly to the appropriate administrators.

Please note that this checklist only includes the University’s response. You also have rights outside of the university context, including but not limited to the right to pursue legal recourse.

If you are about to reveal specific information, IMMEDIATELY clarify to what extent the employee can maintain confidentiality. Most employees CANNOT promise complete confidentiality.

If the employee you are speaking with is not a confidential resource and you want to explore your options confidentially, please mention that you want a confidential resource. While you have the right to request confidentiality, please note that efforts to maintain confidentiality may impede certain university efforts to fully respond to the issue.

In instances where specific information is revealed to an employee with a responsibility to report the incident to the Title IX Coordinator, note that while full confidentiality cannot be maintained, the University will make every effort to respect a request for confidentiality. To the extent possible, the University will limit disclosing information regarding alleged incidents of sexual violence to individuals who are responsible for handling the school’s response. Victims will be notified of the information that will be disclosed, to whom it will be disclosed, and why.

Checklist

☐ I am aware that most employees have an obligation to respect privacy, but cannot maintain confidentiality. I understand that most employees must notify the Title IX Coordinator if there is notice of an issue, and that the only exceptions are explicitly listed confidential resources.

☐ I am aware of my right to interim measures, as appropriate
  ☐ I had the opportunity to communicate which interim measures I feel are appropriate, and which measures I feel are inappropriate

☐ I am aware that there are additional resources and options outside of the University.
  ☐ Some community resources are available here: http://www.hawaii.edu/titleix/community/

☐ The relevant University Policies and Procedures were explained to me, and I am aware of my ability to access copies.
  ☐ All UH Systemwide Policies & Procedures are available online: https://www.hawaii.edu/policy/

☐ I was provided with a link to and/or hardcopy of relevant University contacts along with my procedural options. The relevant options were explained to me.
  ☐ Information on resources are available online: http://www.hawaii.edu/titleix/

☐ If a voluntary resolution could take place:
  ☐ I was made aware that a voluntary resolution will only begin at the Complainant(s)’s request, and that I will never need to be in the same room as the other individual(s) involved
  ☐ I am aware that voluntary resolutions only continue with my voluntary consent, and that I have a right to refuse any proposed resolutions. I am aware that I have the right to refuse to participate in the voluntary resolution process at any time.

☐ If an investigation will take place:
  ☐ I was provided with a notice of investigation and charges against the accused
  ☐ I was notified of the general timeline for the formal process
  ☐ I was notified of my rights during this process