



Henry Ford College

Title IX Resource Guide for Responsible Employees (Faculty and Staff)

Henry Ford College is committed to fostering a safe and caring environment that prohibits all forms of sex discrimination, harassment, misconduct and/or violence. Those who become aware of such prohibited conduct must promptly report it to a Title IX Coordinator so a timely, thorough, fair investigation can be conducted, the matter can be appropriately resolved, and appropriate steps can be taken to prevent recurrences. Creating a safe environment is the responsibility of all members of the College community.

When a student/employee approaches you to inform you of a sex discrimination, harassment, misconduct or violence situation, inform them of the following **before** they reveal information, they may wish to keep confidential:

- All faculty and staff are obligated by law to report information to the College's Title IX Coordinators including the name of the student /employee involved, the alleged perpetrator and relevant facts including dates, times and locations of the incident(s).
- They may share the information confidentially with counseling, advocacy and other support services such as the BIT and CARE teams.
- They have the right to file a complaint with the Title IX Coordinator(s) and to report the information to the Dearborn Police Department.
- They have the option to request confidentiality and the College's Title IX Coordinator(s) will consider and make every effort to respect the request keeping in mind the College's responsibility to provide a safe and nondiscriminatory environment.
- It is against College policy to retaliate against an individual who reports any type of discrimination, harassment or misconduct including Sexual Misconduct.
- They may file a complaint with a Title IX Coordinator by contacting the pertinent Coordinator by email and phone below or on-line at www.hfcc.edu/incidentreport :

For complaints against or involving a student contact the Title IX Coordinator:

Munira Kassim, Student Compliance & Conduct Supervisor / Title IX Coordinator

Location: Campus Safety Building, Office N227

Phone: 313-845-6301

Email: Munira Kassim mmkassim@hfcc.edu

For complaints against or involving an employee, contact the Title IX Coordinator, above, or the Deputy Title IX Coordinator

Lynn Borczon, Assistant Director of Human Resources

Location: Administration Services and Conference Center Building

Phone: 313-845-9664

Email: lynn@hfcc.edu