

## Augsburg CGEE Onsite Sexual Misconduct Policy and Procedures

### What are your sexual misconduct policies and procedures?

CGEE follows the sexual misconduct policies and procedures of Augsburg University.

- [Augsburg University Policies and Procedures](#)
- [Sexual Misconduct Complainant Form](#)

### Are there any countries where you operate that have limitations/restrictions on reporting on sexual misconduct situations due to confidentiality laws and/or institutional policies?

Site staff at our international locations follow Augsburg University procedures as laid out in question number one above.

### Whom in your organization do students contact in case of a crisis?

Students contact the site director and/or site staff member on-call. Each program has a 24/7 emergency local phone number. Students are provided with the aforementioned phone numbers and a 24/7 emergency phone number (+1.612.817.2830) to reach on call staff in Minneapolis, MN, USA.

Students are given this information through multiple methods (e.g. in writing in program manual-delivered electronically, verbally and in writing in orientation, and through contact cards downloaded to cell phones).

### Are there any confidential resources students are told about?

[Sexual Misconduct Reporting Form](#) is posted in students' CGEE study abroad portal. Students are prompted to review the policy and reporting links by onsite staff and through an automated system in TerraDotta.

### How is information communicated to students about whom to contact in a crisis?

- Contact Cards downloaded to phones before departure.
- Program Manual
- Orientation--verbally and in writing
- Ongoing orientations throughout the term

### How are faculty and staff trained on how to best support a student who has been victimized and, how to report sexual misconduct?

- Augsburg University's Department of Human Resources requires employees to do online training regarding sexual misconduct. This includes two online workshops, one that focus on legislation and the other one on how to assist a person who is the victim.
- New employees, including interns, are briefed by the Risk Manager on all of the above procedures
- CGEE Site Directors and CGEE Risk Manager review policies and procedures with onsite staff annually.