

Employee Reporting Resource Guide

If someone shares information about **discrimination, harassment, sexual & gender-based misconduct, or related retaliation**, follow these steps:



REPORT TO ECRT
734-763-0235
ecrtoffice@umich.edu
ecrt.umich.edu
Walk-In Hours: 8 am-5 pm

1. Safety First

If there is a safety concern, call 911.



2. Listen

Listen without judging or investigating.



3. Be Clear About Your Reporting Obligations

- Let the person know you are required to share the information with ECRT.
- Review the employee reporting toolkit for tips.



4. Share Resources

- ECRT connects individuals with accurate information, resources, and supportive measures.
- Confidential resources are available for those who want to discuss concerns confidentially.



5. Report Within 48 Hours

Report information about protected class discrimination, harassment, sexual or gender-based misconduct, or related retaliation to ECRT within 48 hours.



**EQUITY, CIVIL RIGHTS
& TITLE IX**
UNIVERSITY OF MICHIGAN

What Happens After You Report?

- ECRT may contact you if additional information is needed.
- ECRT contacts the impacted individual to discuss resources, supportive measures, and resolution options.



Learn more about employee reporting obligations, training, and resources, visit:
ecrt.umich.edu/reporting/employee-reporting