



GENERAL COUNSEL'S OFFICE

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**Protocol for Reporting, Management, and Tracking of
Allegations of Sexual Misconduct Committed by USNH Employees**

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contractor, or other);

- Brief description of the allegations, including the type (e.g., harassment, other) and mode (e.g., verbal, physical, or other) of alleged misconduct;
- Date of alleged occurrence, if known;
- Date on which allegations were received by the Title IX Coordinator;
- Plan for follow-up or investigation; and

³/₄Initial notice to the CEO will include the above and further information as may be required by the CEO.

³/₄Follow-up reports will include the status of the matter and substantial developments since the last report.

³/₄Final reports will include (1) findings of fact, (2) a description of any policy violations, (3) the resolution, and (4) what, if anything, will be done to lessen the likelihood of recurrence.

Format: All notices and reports (initial, follow-up, and final) will be in writing, copied to the General Counsel, and prominently marked “Privileged and Confidential.”

Tracking: The General Counsel will maintain a record of all notices and reports (initial, follow-up, and final) as well as a running record of the current status of each case.

-- End of Protocol --