

# Appendix A SASH Reporting Methods on a Training Ship (EMBARC III 7.i)



TEXAS A&M UNIVERSITY AT GALVESTON  
Texas A&M Maritime Academy

## Report Discrimination & Harassment

including Sexual Assault, Sexual Harassment, Dating/Domestic Violence and Stalking

### **HOW TO REPORT ABOARD THE TRAINING SHIP AND RECEIVE IMMEDIATE HELP**

- 1. Title IX Coordinator/ Office of Civil Rights & Equity Investigations (CREI) Representative Aboard (Jennifer Smith, Kevin McGinnis, Henry Judah)**
- 2. Master of the Ship (Captain Wade Howell)**
- 3. Any Counselor Aboard (Confidential Reporting)**
- 4. Any Medical Personnel (Confidential Reporting)**
- 5. Your supervisor**
- 6. ANY UNIVERSITY EMPLOYEE**

*You may report discrimination or harassment to any person identified above or below. However, all reports received by a University Employee (except for Counselors or Medical Personnel) will be forwarded to Jennifer Smith, Title IX Coordinator, for review and response.*

### **HOW TO REPORT OFF THE SHIP**

*These reports will be forwarded to the Office of Civil Rights and Equity investigations. Responses may take up to 24hours.*

#### **Title IX DPA Officer:**

Savannah York, Deputy Title IX Coordinator |  
(979-458-8407 | [civilrights@tamug.edu](mailto:civilrights@tamug.edu))

#### **Designated Person Ashore (DPA):**

Captain Allan Post (409) 392-5701  
[posta@tamug.edu](mailto:posta@tamug.edu)

#### **Deputy Designated Person Ashore (DDPA):**

Patrick Zimmer | (832) 331-6864  
[pzimmer@tamug.edu](mailto:pzimmer@tamug.edu)

#### **Campus Police:**

(409) 740-4545

#### **TAMUG CARE TEAM**

<https://www.tamug.edu/care/>

#### **Confidential Reporting**

##### **Any Counselor**

Office location: Building 3030, Seibel Student Services Center, Suite 104  
Office Hours: Monday-Friday, 8 a.m.-6 p.m.  
Phone: (409)740-4736

### **NON-TAMUG REPORTING OPTIONS**

*Responses to these alternate reporting methods may take up to 10 business days.*

#### **CGIS TIPS**

National Command Center at +1 (202) 372-2100  
or [cgistips@uscg.mil](mailto:cgistips@uscg.mil)

The CGIS Tips App can be downloaded from a mobile provider's marketplace using the following QR code:



or to submit a tip via the web, visit:

<https://www.uscg.mil/Units/Coast-Guard-Investigative-Service/>.

#### **MARAD/DOT Reporting**

**Complaints may be emailed to**

[civilrights.marad@dot.gov](mailto:civilrights.marad@dot.gov)

Complaints may be mailed to:  
United States Maritime Administration  
Office of Civil Rights  
West Building, 2nd Floor MAR-130  
1200 New Jersey Avenue,  
SE Washington, DC 20590

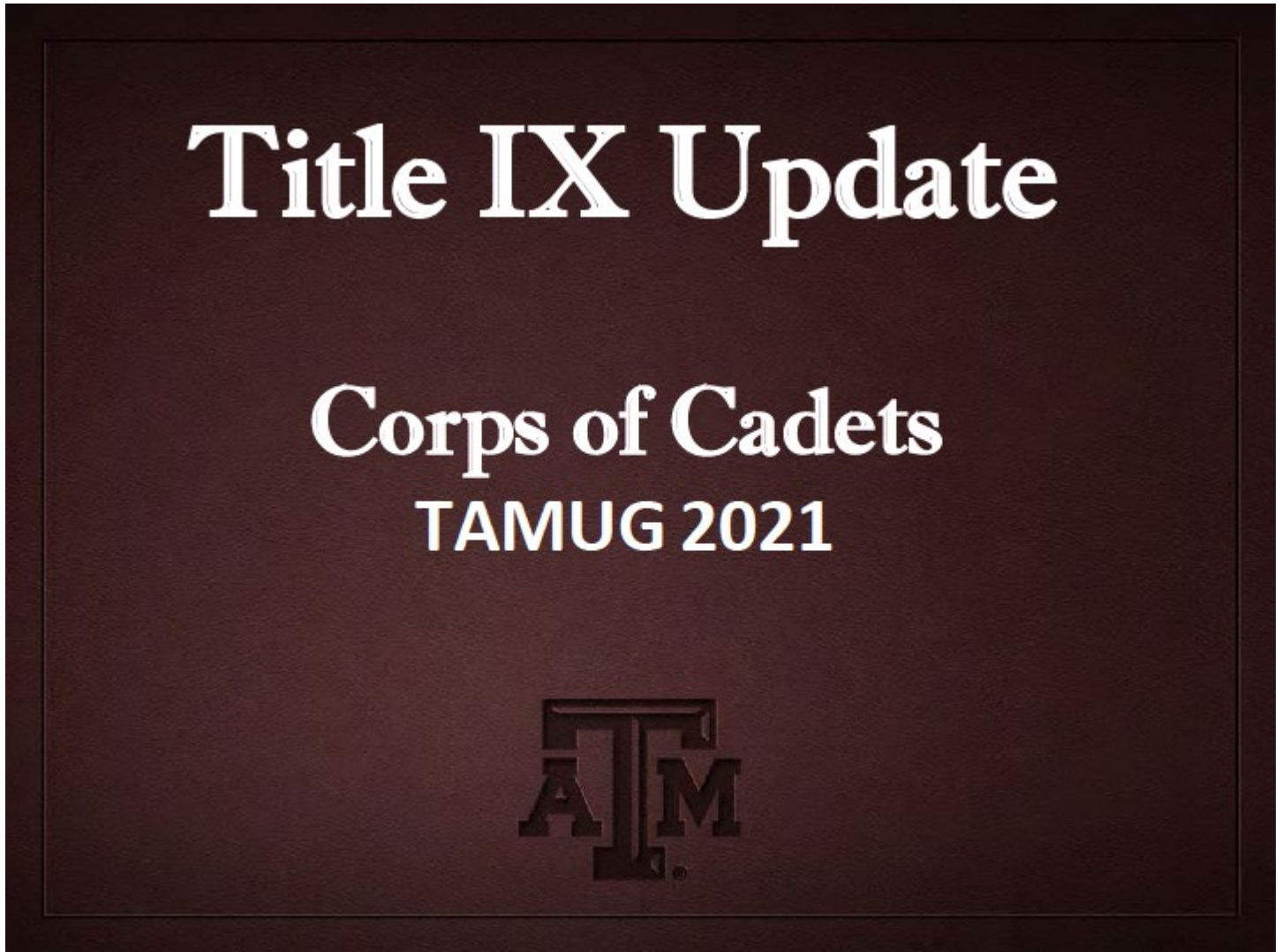
Please provide:

- a summary of your allegations and any supporting documentation.
- Sufficient details for an investigator to understand why you believe your rights under Title VI/Title IX have been violated, with specifics such as dates and times of incidents.
- Any related correspondence from your Academy

## Appendix B In-person annual SASH Training

This training is updated annually, and the below slides are a representation of the topics covered.

This presentation is conducted by the TAMU Title IX office. Double Click to view



## Appendix C Training Ship SMS SASH section revision

### 1. PURPOSE

- 1.1. Texas A&M Maritime Academy is committed to maintaining an environment free from sexual harassment and unlawful discrimination. The purpose of this procedure is to ensure the academy's continuing effort to seek equity in education and employment, and to create an environment free of discrimination and harassment.

### 2. RESPONSIBILITY

- 2.1. It is the responsibility of every seafarer, cadet and shore side support staff assigned to the Training Ship to understand and adhere to this policy and procedure.
- 2.2. The Master is responsible for the enforcement of this procedure onboard the Training Ship while underway.

### 3. POLICY

- 3.1. Texas A&M University is committed to providing safe and non-discriminatory learning, living, and work environments for all members of the University community. The University provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity. Texas A&M University will promptly, thoroughly, and fairly investigate and resolve all complaints of discrimination, harassment (including sexual harassment), complicity and related retaliation based on a protected class in accordance with System Regulation 08.01.01, University Rule 08.01.01.M1, Standard Administrative Procedure (SAP) 08.01.01.M1.01, and applicable federal and state laws. In accordance with Title IX and its implementing regulations, Texas A&M does not discriminate on the basis of sex in any educational program or activity, including admissions and employment.
- 3.2. The University's response to allegations of discrimination, harassment, complicity, and related retaliation will be 1) prompt, thorough, and equitable; 2) intended to prevent the recurrence of any harassment; and 3) intended to remedy its discriminatory effects, as appropriate. A substantiated allegation of such conduct may result in disciplinary action, up to and including separation from the University. Visitors, contractors, and third parties who commit discrimination, harassment, complicity, or related retaliation may have their relationships with the University terminated and/or their privileges of being on University premises withdrawn.
- 3.3. The procedures for responding to allegations of discrimination, harassment, complicity, and related retaliation against students, faculty, staff, and third parties are detailed in the University's [SAP](#). The sanctioning guidance for substantiated allegations against employees and students can also be found in the SAP. Additional sanctioning guidance related to substantiated sex-based allegations against students can be found here: [Title IX Cumulative Sanctioning Matrix](#). Questions about the University's policies or procedures should be directed to Jennifer Smith, Assistant Vice President & Title IX Coordinator at [civilrights@tamu.edu](mailto:civilrights@tamu.edu).
- 3.4. This policy applies to all applicants, employees, students, visitors, third party vendors, consultants, and all persons involved with the operation of the Academy.
- 3.5. The Training Ship is committed to providing a work environment free from harassment based on factors such as race, color, sex, religion, national origin or ancestry, age, physical or mental disability, medical condition, veteran status, marital status, sexual orientation, or any other basis protected by Federal, State, or local law.
- 3.6. It is the Training Ship's policy to maintain a workplace where all employees and cadets are treated with professional courtesy and respect. All forms of harassment are prohibited.

### 4. DEFINITIONS

- 4.1. For definitions, please reference [08.01.01 Civil Rights Compliance](#)

### 5. PREVENTION

- 5.1. In accordance with Texas A&M System policy and state and federal law, Texas A&M Maritime Academy will continue to educate all students and employees using a variety of best practices aimed at educating in a way

that decreases violence and maintaining a culture where sexual assault and acts of violence are not tolerated. Information about topics included in training can be found in Appendix B of the Cadet Ship Operations Manual (Sexual Assault Sexual Harassment Prevention and Response)

## **6. BYSTANDER INTERVENTION**

- 6.1. Bystander intervention includes safe and positive reactions to prevent harm or intervene when there is a risk posed to another person. Additional information about bystander intervention can be found in the Green Dot Bystander Intervention <https://www.tamug.edu/healthyrelationships/index.html> . In accordance with state law, TAMMA has adopted an amnesty policy. Please refer to related documentation for details.

## **7. REPORTING PROCEDURES**

- 7.1. Students and employees onboard the Training Ship have several options for reporting incidents of harassment, sexual harassment, discrimination, and other forms of misconduct. An overview of reporting options and contact information for various offices can be found in public spaces around the Training Ship.
- 7.2. All employees of Texas A&M University are mandatory reporters. As mandatory reporters, employees are required to promptly share all information about any incidents of sexual harassment with the Office of Civil Rights and Equity Investigations.
- 7.3. Reports of sexual misconduct on U.S. flagged vessels, including the Training Ship, can be reported to the United States Coast Guard. The Coast Guard will respond to any reports of sexual misconduct with trained investigators and will hold offenders accountable through criminal prosecution and/or actions against U.S. Coast Guard issued merchant mariner credentials (MMCs). Information from reports made to the Master will be shared with the United States Coast Guard. Please refer to the related documents for additional information.
- 7.4. Reports of sexual misconduct onboard the Training Ship can be reported to the Maritime Administration (MARAD). MARAD will promptly review case information and investigate Texas A&M Maritime Academy's compliance with their policies and procedures. Please refer to the related documents for additional information.

## **8. RESPONSE AND INVESTIGATION**

- 8.1. When any person reports sex-based discrimination, including sexual harassment or assault, the allegation is directed to the Title IX Office, which is housed in the Office of Civil Rights and Equity Investigations (CREI). Within 24hrs, Case Managers reach out to the affected party (Complainant) and offer an intake meeting, where the following information is provided verbally and in writing: right to report and request a resolution; the difference between reporting to CREI vs. law enforcement; options for medical care; availability of disability accommodation in the complaint resolution process; availability of supportive measures and academic accommodations; right to an advisor; anti-retaliation protections; confidentiality and privacy; formal and informal options for resolving the complaint; amnesty; need to preserve evidence; standard of review; and their right to be notified of status updates and final resolution. Should a formal or informal resolution be requested by the Complainant, the accused party (Respondent) is assigned a different case manager and invited for an intake meeting. Respondents receive substantially the same information and supportive resources that were provided to the Complainant.
- 8.2. As required by the Federal Title IX regulations, TAMMA's response to an allegation is most often directed by the wishes of the affected party (Complainant). The purpose of this rule is to avoid "revictimizing the victim" by taking away choices in the handling of their case. Another reason for respecting the wishes of the complainant is to minimize further damage to the reputation or career opportunities of a Complainant since anti-retaliation policies do little to redress the damage to a victim. However, in instances where there is repeated misconduct or conduct which is a danger to the greater university community, the Title IX Coordinator may file a formal complaint even if the complainant(s) do not wish to participate in an informal or formal resolution.

8.3. TAMMA offers three options for resolving complaints:

- 1) No Resolution (but access to supportive measures and academic accommodations)
- 2) Informal Resolution – a restorative option used when both the Complainant and the Respondent wish to voluntarily resolve their complaint through a facilitated discussion, akin to mediation. Having an “educational conversation with a respondent” is another type of informal resolution where the Title IX Coordinator meets with the Respondent to make them aware of the allegations and the potential sanctions for such behavior if they were found responsible for the behavior. The Title IX Coordinator also discusses other topics (if relevant) such as definitions, consent, reporting, drug and alcohol use, and healthy relationships.
- 3) Formal Investigation followed by a live hearing- CREI investigators collect written and audio/visual forms of evidence and conduct trauma-informed interviews of the parties and witnesses. Once the investigation report is complete the parties have the opportunity to review the report and all the exhibits and submit feedback. Thereafter the report is finalized and submitted to a hearing officer for a live hearing. After the hearing, the hearing officer notifies the parties of the findings and sanctions in an outcome letter and provides information about their right to appeal.

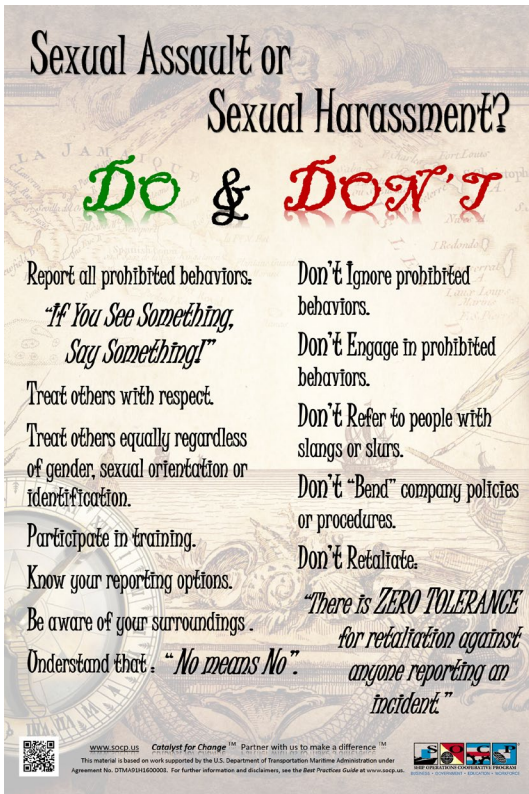
8.4. If notified of an issue aboard that requires the immediate removal of a cadet from a ship, for their own safety or the safety of others, the TAMMA DPA will coordinate with the COO Rep Aboard to remove the cadet expeditiously. The cadet will be contacted by the COO Rep, TIXDPA and a Counselor as deemed appropriate.

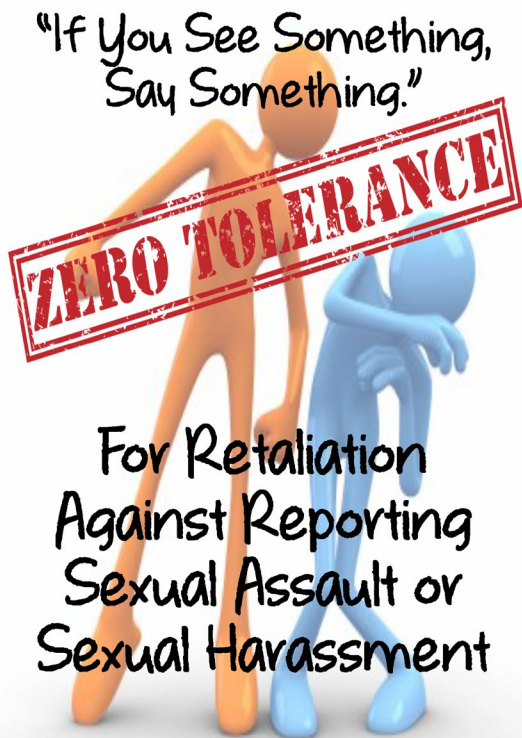
8.5. Texas A&M issues interim suspensions (while an investigation is pending) if a Respondent is determined to be a danger to the health and safety of themselves or others in the university community; Faculty and staff who are accused of sexual harassment are usually placed on a leave of absence during the course of an investigation.

## 9. RELATED DOCUMENTATION

- [08.01, Civil Rights Protections and Compliance](#)
- [08.01.01, Civil Rights Compliance](#)
- [08.01.01.M1, Civil Rights Compliance](#)
- [08.01.01.M1.01, Investigation and Resolution of Complaints of Prohibited Conduct Against Students, Employees, and Third Parties](#)
- [08.01.02 Civil Rights Protections for Individuals with Disabilities](#)
- [08.01.02.M0.02, Service Animals, Emotional Support Animals, and Other Animals on Campus](#)
- [Best Practices Guide on Prevention of Sexual Assault & Sexual Harassment in the U.S. Merchant Marine](#)
- [Corps Operations Manual](#)
- [Cadet Ship Operations Manual](#)

Appendix D SASH Posters





THE MOST COMMON  
FORM OF SEXUAL  
HARASSMENT IS A

**HOSTILE WORK  
ENVIRONMENT**

TELLING DEROGATORY JOKES  
USING CRUDE LANGUAGE  
“SUGGESTIVE” PICTURES  
USING DEMEANING TERMS  
USING RUDE GESTURES

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TEXAS A&M UNIVERSITY AT GALVESTON  
Texas A&M Maritime Academy

## Reporting Requirements for Sexual Assault and Sexual Harassment

**PER 46 USC 10104 TAMMA WILL REPORT to Coast Guard Investigative Services (CGIS) and to the Maritime Administration of the DOT (MARAD), the following allegations or offences that occur on the training ship.**

### Subsection (a)

“(1) IN GENERAL.—A crew member of a documented vessel shall report to the Secretary any complaint or incident of sexual harassment or sexual assault of which the crewmember has first-hand or personal knowledge.

“(2) PENALTY.—A crew member with first-hand or personal knowledge of a sexual assault or sexual harassment incident on a documented vessel who knowingly fails to report in compliance with paragraph (a)(1) is liable to the United States Government for a civil penalty of not more than \$5,000.

“(3) AMNESTY.—A crew member who fails to make the required reporting under paragraph (1) shall not be subject to the penalty described in paragraph (2) if—

“(A) the crew member is the victim of such sexual assault or sexual harassment incident;

“(B) the complaint is shared in confidence with the crew member directly from the victim; or

“(C) the crew member is a victim advocate as defined in section 40002(a) of the Violent Crime Control and Law Enforcement Act of 1994 ([34 U.S.C. 12291\(a\)](#)).

**CREW MEMBER REPORTING.—A report required under subsection (a)—**

“(A) with respect to a crew member, shall be made as soon as practicable, but no later than 10 days after the crew member develops first-hand or personal knowledge of the sexual assault or sexual harassment incident to the Coast Guard National Command Center by the fastest telecommunication channel available; and

“(B) with respect to a master, shall be made immediately after the master develops first-hand or personal knowledge of a sexual assault incident to the Coast Guard National Command Center by the fastest telecommunication channel available.

### Definitions

‘sexual assault’ means any form of abuse or contact as defined in chapter 109A of title 18, or a substantially similar State, local, or Tribal offense.

‘sexual harassment’ means—

(A) conduct that—

(i) involves unwelcome sexual advances, requests for sexual favors, or deliberate or repeated offensive comments or gestures of a sexual nature if any—

(I) submission to such conduct is made either explicitly or implicitly a term or condition of employment, pay, career, benefits, or entitlements of the individual;

(II) submission to, or rejection, of such conduct by an individual is used as a basis for decisions affecting that individual’s job, pay, career, benefits, or entitlements;

(III) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creates an intimidating, hostile, or offensive work environment; or

(IV) conduct may have been by an individual’s supervisor, a supervisor in another area, a co-worker, or another credentialed mariner; and

(ii) is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the environment as hostile or offensive;

(B) any use or condonation associated with first-hand or personal knowledge, by any individual in a supervisory or command position, of any form of sexual behavior to control, influence, or affect the career, pay, benefits, entitlements, or employment of a subordinate; and

(C) any deliberate or repeated unwelcome verbal comment or gesture of a sexual nature by any fellow employee of the complainant.

## Appendix F Notice of Non-Discrimination

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### Notice of Non-Discrimination

Texas A&M University is committed to providing safe and non-discriminatory learning, living, and work environments for all members of the University community. The University provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, sex [to include pregnancy and related conditions](#)<sup>[1]</sup>, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity. Texas A&M University will promptly, thoroughly, and fairly investigate and resolve all complaints of discrimination, harassment (including sexual harassment), complicity and related retaliation based on a protected class in accordance with System Regulation 08.01.01, University Rule 08.01.01.M1, Standard Administrative Procedure (SAP) 08.01.01.M1.01, and applicable federal and state laws. In accordance with Title IX and its implementing regulations, Texas A&M does not discriminate on the basis of sex in any educational program or activity, including admissions and employment.

The University's response to allegations of discrimination, harassment, complicity, and related retaliation will be 1) prompt, thorough, and equitable; 2) intended to prevent the recurrence of any harassment; and 3) intended to remedy its discriminatory effects, as appropriate. A substantiated allegation of such conduct may result in disciplinary action, up to and including separation from the University. Visitors, contractors, and third parties who commit discrimination, harassment, complicity, or related retaliation may have their relationships with the University terminated and/or their privileges of being on University premises withdrawn.

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