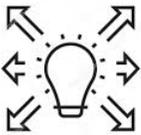


## MANAGING #METOO CHECKLIST FOR CSOs



### Know the legal protections afforded to your students as interns/externs

- **Federal law - Title VII** (covers only paid company employees) and **Title IX** (covers unpaid interns in "educational programs" such as internships for academic credit)
- **State law** - are you located in one of the states with anti-harassment protection for unpaid interns: *California, Colorado, Connecticut, Delaware, District of Columbia, Maryland, New Jersey, New York, Oregon, Tennessee, Vermont and Washington?*
- Does your **school's institutional policy** cover paid and/or unpaid interns?
- Do you work with **employers with company anti-harassment/discrimination policies** that cover paid/unpaid employees; are student employees/interns required to sign **employment agreements containing NDAs and mandatory arbitration clauses?**



Awareness

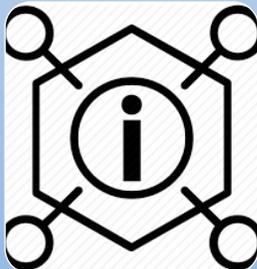
### Take preventative steps to promote awareness of students' legal rights and responsibilities "on the job"

- Develop **effective communication channels to heighten employer awareness of institutional anti-harassment/discrimination policies** (MOUs, tip sheets)
- Develop methods to ensure employer's understanding of, and agreement to, institutional policies that protect interns/externs
- **Introduce/remind students** during general Title IX and bystander intervention trainings, professional development trainings and intern/extern/clinical seminars
- Designate **appropriate employer liaison(s) from your CSO and/or other institutional administrators as first responders** in anticipation of a report of misconduct



### Support the Student in the Wake of Report of Employer Misconduct

- Assist student with **terminating the current internship and finding new placement** (if necessary)
- Screen potential internship/externship employers
- **Flag and track employers who engage in sexual misconduct**; what is the criteria permitting a school to blacklist an offending employer from recruiting students?
- Provide guidance to students about **bar admission/employer referral/character and fitness concerns**
- Assure student that **retaliation for reporting sexual misconduct is not tolerated** under federal law and applicable institutional policy



### Key Resources for CSOs, Students and Employers

- NALP Guides: Sexual Harassment and Recruiting Conduct/Diversity Best Practices
- US Department of Education, Office of Civil Rights
- EEOC Select Task Force on the Study of Harassment in the Workplace
- RAINN (Rape, Abuse & Incest National Network)
- Better Brave
- ABA Commission on Women in the Profession, Zero Tolerance Program Toolkit
- NYS Government, Combating Sexual Harassment in the Workplace
- The Purple Campaign