

INVESTIGATING SEXUAL HARASSMENT

- Receive Written Complaint – Determine Potential Witness
- Advise Witnesses – No Retaliation
- DO NOT** Agree to Confidentiality with Complainant
- Talk to Complainant
- Take Written Statements
- Have Witnesses Read Statements
- Is the Action Sexual Harassment?
- Evaluate Situation, Probabilities and Credibility
- Investigate for Consistency
- Interview Harasser Last
- Keep Process Confidential
- Proceed Quickly
- Determine Whether or Re-interview Complainant – Divulge Harasser?
- Perform Further Investigation
- Come to a Decision
- Take Action with Both Parties