

## ACWA JPIA Sample Sexual Harassment Investigation Guidelines

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<b>For the Complainant</b>	<b>For the Accused</b>	<b>For Witnesses</b>
<ul style="list-style-type: none"> <li>• Give immediate undivided attention</li> <li>• Take careful notes</li> <li>• Allow person to talk</li> <li>• Refrain from offering opinions/judgment</li> <li>• Ask open-ended question</li> </ul>	<ul style="list-style-type: none"> <li>• Be direct, firm and fair</li> <li>• State purpose of the meeting</li> <li>• Explain seriousness</li> <li>• Describe possible consequences</li> <li>• Ask to keep confidential</li> <li>• Listen carefully and document</li> <li>• Be objective</li> </ul>	<ul style="list-style-type: none"> <li>• Meet privately</li> <li>• State reason for meeting</li> <li>• Don't provide details of claim</li> <li>• Ask questions to get the facts</li> <li>• Include observations</li> </ul>
<p><b>Questions:</b></p> <ul style="list-style-type: none"> <li>• Who was involved?</li> <li>• What exactly occurred?</li> <li>• Where did it occur?</li> <li>• When did it occur?</li> <li>• Is it still happening?</li> <li>• How did it effect you?</li> <li>• How did you react?</li> <li>• Was there anyone present?</li> <li>• Did you tell anyone about it?</li> <li>• Is there any documentation or evidence?</li> <li>• How would you like resolved?</li> </ul>	<p><b>Questions:</b></p> <ul style="list-style-type: none"> <li>• What is your response to these allegations?</li> <li>• If claims false, ask why the accuser might lie?</li> <li>• Are there any persons who have relevant information?</li> <li>• Is there any documentation or evidence?</li> <li>• Do you have any further information?</li> </ul>	<p><b>Questions:</b></p> <ul style="list-style-type: none"> <li>• What do you know about this situation?</li> <li>• What have you seen, heard, or experienced?</li> <li>• Do you have any further information?</li> </ul>
<p><b>What to tell complainant:</b></p> <ul style="list-style-type: none"> <li>• Investigation will be conducted</li> <li>• Complainant, accused and witnesses will be questioned</li> <li>• Keep confidential</li> <li>• District will determine if violation</li> <li>• Appropriate action will be taken</li> <li>• Will be informed of outcome</li> <li>• No retaliation</li> </ul>	<p><b>What to tell accused:</b></p> <ul style="list-style-type: none"> <li>• Investigation will be conducted</li> <li>• Complainant, accused and witnesses will be questioned</li> <li>• Keep confidential</li> <li>• District will determine if violation</li> <li>• Appropriate action will be taken</li> <li>• Will be informed of outcome</li> <li>• No retaliation</li> </ul>	<p><b>What to tell witnesses:</b></p> <ul style="list-style-type: none"> <li>• Thank them for their time</li> <li>• District will determine if violation</li> <li>• Appropriate action will be taken</li> <li>• Keep confidential</li> <li>• No retaliation</li> </ul>