**CEJA Program Checklist for Addressing**
**Discrimination/Harassment/Bullying Complaints**

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Initial Complaint: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Complaining Party (or indicate whether they would like to remain anonymous): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name of Alleged Offender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complainant Would Like to Remain Anonymous: YES \_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_

Type of Complaint (Check All That Apply): \_\_\_\_\_\_Discrimination \_\_\_\_\_\_Harassment \_\_\_\_\_\_Bullying

For definitions and further information, refer to [Grantee Name]’s Discrimination, Harassment, and Bullying Policy.

**Table 1: Action Steps to Respond to Complaints**

|  |  |  |
| --- | --- | --- |
| **Initial Steps After Receiving Complaint**  | **Date completed or N/A** |  **Comments** |
| Consider whether to place the accused on paid administrative leave, if a staff person, pending the investigation. Some factors to consider include whether the accused poses a potential safety risk and whether having the accused in the workplace may intimidate witnesses or otherwise impede the investigation. |   |   |
| Take appropriate interim steps to prevent harassment and retaliation. For example, it may be appropriate to separate the accused and the complainant, instruct the accused not to communicate with the complainant, or to place an upcoming performance review on hold pending the conclusion of the investigation. |   |   |
| Determine who will conduct the investigation. Choose the investigator carefully, as that person may need to testify in any legal proceeding.Investigators must be free from actual or apparent bias or conflict of interest. For example, an investigator should not investigate the conduct of the investigator’s superiors or friends.Determine whether to retain an outside investigator. Consider whether the investigator needs a particular expertise. |   | Name of investigator: Comments:  |
| Preserve evidence that may be relevant to the investigation. The evidence may include emails, texts, and internal messages. Involve IT as necessary. |   |   |
| Develop a public relations strategy if there may be potential media coverage or publicity. |   |   |
| **Steps During Investigation Process**  | **Date completed or N/A** |  **Comments** |
| Conduct the investigations promptly. If there was misconduct, it should be corrected as soon as possible. |   |   |
| Determine an investigation plan but remain flexible. For example, the number of witnesses interviewed, and documents reviewed should be appropriate to the situation.  |   |   |
| Consider the order in which witnesses are interviewed and what information to share with witnesses. Typically, a best practice is to interview the complainant first and the accused last. Witnesses should be told that the company will maintain confidentiality consistent with the need to investigate. |   |   |
| Prepare notes ASAP after the interviews. Document key quotes and any admissions made. Be thoughtful about your notes, as they may be discoverable if the matter results in litigation. Decide whether to have the witnesses submit or sign statements. |   |   |
| **Steps to Report Findings** |  |  |
| Determine whether a written report is necessary for all or parts of the investigation and, if so, what level of detail is appropriate for the report. |   |   |
| **Steps for Corrective Action**  |  |  |
| Determine corrective action for alleged offender (if necessary). |   | Corrective Action: |
| Determine decision makers for corrective action. |   | Decision Maker(s) for Corrective Action: |
| **Steps for Close-out and Follow-up** |   |   |
| Inform all parties involved that the investigation has concluded, and that appropriate action has been taken. The organization may not be able to share more information due to privacy concerns. |   |   |
| Instruct participant(s) to report any further concerns through the appropriate complaint channels. |   |   |
| Remind all involved parties that retaliation is prohibited.  |   |   |
| Instruct participants to report any retaliation promptly. |   |  |

**Investigator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Decision Maker’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Document source: This document was prepared by DCEO for use in the CEJA Workforce Programs.*