

# Reporting and Response SRE Webinar 2019

Prepared by:  
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## The SafetyRespectEquity Coalition

- A Jewish coalition to address sexual harassment and gender discrimination
- 110 members and growing - sign up today!
- Goal: universal leadership commitment, organizational change, and culture shift across the entire Jewish communal world.



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- Served as a Child Abuse and Sex Crimes Prosecutor at the Bronx District Attorney's Office
- Investigated and prosecuted thousands of child and adult sexual assault and abuse cases
- Trained forensic interviewer with extensive experience working with traumatized victims
- Consulted with numerous faith-based institutions nationally on creating safe spaces through proper training and boundary protocols
- Lectured nationally on generating awareness of sexual and physical abuse within summer camps and faith-based institutions
- Published To Save a Life, a Jewish response to Domestic Violence, and co-authored articles on creating safe spaces for victims of violence
- 2017 New York Jewish Week's 36 under 36 awardee
- Seton Hall University School of Law and Rutgers University graduate
- Mother of three and a summer camp alum

# What Dealing With Sexual Harassment In The Workplace Requires

- An understanding of what Sexual Harassment is
- An understanding of who it may impact
- Buying into a top-down and bottom-up approach
- Building a Roadmap
  - Policies and Procedures
  - Reporting mechanisms
  - Training for everyone
- Investing
  - Time
  - Financial resources
  - Communication

# Step 1: Evaluating What You Have and What You Need

- Your Policies: a view from the top
  - Adults only (\*how do you define this)
    - Sexual Harassment Policy?
      - Information on the complaint procedure and investigative process
    - Code of Conduct regarding workplace behavior?
  - Children and Adults
    - Sexual Harassment Policy
    - Boundary Guidelines
    - Abuse

## Step 2: Evaluate Your Sexual Harassment Policy?

- Have you read it
  - Could you have a conversation about it
  - Does it make sense to you
- What does it include
  - Definitions and Examples
  - Complaint procedure
  - Reporting protocol
  - Investigation
  - Confidentiality
  - Retaliation?
  - Bystander Intervention
  - Outcome

## **Step 3: Reporting Protocol And Complaint Procedure**

- Point person or multiple point people
- Oral or written or both
- What happens when someone reports
- Discuss investigative process
- 1:1 or 2:1
- Interviews with colleagues
- Document collection

## Step 4: Questions and Concerns

- “I am telling you as my friend, but I don’t want to report a complaint”
  - Supervisor vs. co-worker
  - What does your policy say
- “Please give me 48 hours before you go to HR”
  - Supervisor vs. co-worker
  - What does your policy say
- “I don’t want anyone else to know, can it be handled quietly”
- “Is this process transparent”
- “Who is doing this investigation”



## What To be Prepared For

- Reactions differ
- There are many reasons why people hesitate to report
- Non-HR person
  - Your IMMEDIATE response matters
  - Your IMMEDIATE reaction matters
- HR
  - Your IMMEDIATE response matters
  - Your IMMEDIATE reaction matters
  - Know your investigative procedure

## Reactions And Response

- Listen
- Don't interrogate
- Don't minimize or reassure
  - Stay away from "It could have been worse!"
- Don't share your own personal story
- Don't promise an outcome
- Try not to let your own reaction to the incident get in the way
- Be patient
- Acknowledge you do not have all the answers to their difficult questions

## Follow Your Policy

- Don't pick and choose when to apply it
- Consistency
- Third-party investigator
- Possible outcomes

**Questions?**