

DO NOT Ask the Victim these Questions



Avoid “why” questions such as, “Why didn’t you do something about this before?”



Don’t ask leading questions such as, “Would you want to continue working here if the behavior continues?”



Avoid asking multiple choice questions such as, “Did he touch you on your arm, the shoulder, or the face?” Instead ask, “Where did he touch you?”

What to Keep in Mind When Speaking to and Interviewing the Alleged Perpetrator

- ▶ Describe the circumstances surrounding the complaint.
- ▶ Be serious and to the point.
- ▶ Be unbiased.
- ▶ Stay on the topic.
- ▶ Ask the person to respond to each allegation separately.
- ▶ Tell the alleged harasser that the behavior must stop.
- ▶ Document the meeting.
- ▶ Take appropriate action based on your findings.
- ▶ Follow up with the person who filed the complaint.

How to Speak and Interview Witnesses

Do not initially identify the alleged recipient or alleged harasser.

Have the witness describe the situation and circumstances of the alleged harassment.

Focus on the witness's observations.

Talk in private.

Do's and Don'ts of Harassment

Do's:

- **DO investigate the complaint fully in as confidential a manner as possible**
- **DO make certain all employees have received written non-discrimination and harassment policies and procedures**
 - **(employee handbook)**