Preventive Steps

1. Explain the investigation and promise complete confidentiality.
2. Find out what happened.
3. Find out the effects of the harassment on the victim.
4. Find out the names of witnesses.
5. Ask the victim what he or she wants.
6. Assess his or her credibility.
7. Take a statement, if warranted.
8. Type the notes of the interview.

**Interviewing the perpetrator**
- Explain the purpose of the interview.
- Identify the victim who was harassed by the perpetrator.
- Explain the specific basis of the complaint that was lodged.
- Ask him or her to respond to the charges.

**Interviewing corroborating witnesses**
- Try to extract information about the perpetrator and identify the victim with the help of witnesses.
- Find out what each witness knows.
- Differentiate between firsthand and secondhand knowledge.
- Assess the credibility of the witness.
- Take a statement, if warranted.

**Evaluating the facts and making the decision**
- Evaluate the facts from a reasonable perspective.
- Analyze the difference between “unwelcomed” and “voluntary” sexual conduct.
- Draft a thorough, even-handed report.
- Submit the report to the decision-making official.
- Follow up with the victim and perpetrator after the decision has been made.

Sexual Harassment Policy

The following are some informal procedures that may be followed in an organization:

- The complainant may attempt to resolve the matter directly with the alleged offender and report back to the complaint-receiving official.
- The complaint-receiving official may notify the alleged offender of the complaint, paying appropriate attention to the need to maintain confidentiality.
- The complainant may also contact the affirmative action officer directly.

The following are some formal procedures that may be followed in an organization:

- The complainant has the right to file a formal written complaint with the affirmative action officer.
- Upon receiving a formal complaint, the affirmative action officer shall inform the alleged offender of the allegation and of the identity of the complainant.

Preventive Steps

The following are some steps for preventing sexual harassment:

1. Each and every employee of the organization should be sent a message that harassment shall not be tolerated in the work environment.
2. There should be a written policy prohibiting illegal discrimination by any employee, and any employee who disobeys the rules should be punished appropriately.