**Questions to Guide Action Planning**

The questions below are designed to guide your decision making and accompany the *Action Planning* section in Keilim’s *Response* module. Use the Action Log at the bottom of this page to record any actions associated with your answers.

Note: Before beginning action planning, make sure that the participating individuals do not have a conflict of interest or the appearance of a conflict of interest. If they do, they should be recused from the matter, and others should take their place. If this is not possible (i.e., there are no qualified persons without conflicts), retain someone external to the organization.

**Would the report, if found to be true, constitute a violation of your policy?**

**Unsure:** I am unsure if this report, if found to be true, would violate our policy. A preliminary inquiry is necessary to gather additional information. Consider:

1. What additional information is needed to answer the previous question?

**No:** The report, even if found to be true, would not violate our policy. This can be resolved at the supervisory level. Consider:

1. What supportive measures will be offered to all involved parties?
2. What actions will be taken at the supervisory level to resolve this report, such as coaching, performance management or process changes?

**Yes:** The report, if found to be true, would violate our policy. This cannot be resolved at the supervisory level. An investigation is necessary. Consider:

1. What supportive measures will be offered to all involved parties?
2. What interim actions, if any, will you put in place?
3. With whom do you need to communicate about what aspect of your action plan?
4. Will you retain an outside investigator?

**What other actions will be taken to address this specific report and the broader issue across the organization?**

Record other actions to be taken in the Problem Solving row on the Action Log.

**Action Log**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names and roles of individuals involved in the Action Planning

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| **Action Planning** | **Actions to be Taken** | **Parties Involved** | **Date Taken** |
| Preliminary Inquiry |  |  |  |
| Supportive Measures |  |  |  |
| Supervisory Actions |  |  |  |
| Interim Actions |  |  |  |
| Communications Plan |  |  |  |
| Fact Finding |  |  |  |
| Problem Solving |  |  |  |