**Organizational Response**

**Action Planning**

*Sample Policy Language:*

Upon receipt of a report of discrimination, harassment or retaliation, [ORGANIZATION] will promptly evaluate and, when appropriate investigate the matter reported.Where it is determined that the matter requires formal fact finding, the investigation will minimally include interviews with the complaiant, respondent, and necessary witnesses as well as examination of all relevant evidence. [ORGANIZATION] will keep the report and investigation as confidential as possible while attempting to ascertain facts and will share information only with those who have a legitimate need to know for the purposes of investigating and addressing the report. The organization may take interim actions to assure that during the pendency of the investigation, no further issues arise. The complainant and respondent will be kept abreast of the progress (not substance) of an investigation at least once every\_\_\_\_ days. Parties are entitled to request additional updates on the investigative process, and the organization will make every effort to provide reasonable time frames and estimates of projected completion dates.

Conflicts of interest:

[ORGANIZATION] is committed to a fair handling of reports as defined in this Policy. All steps in the complaint handling process should be free from conflicts of interest.  Therefore, it is the expectation of [ORGANIZATION] that any individual involved at any stage in the handling of a complaint conduct a conflict of interest analysis and disclose any actual or potentially perceived conflicts.

If any party or witness in a complaint raises a concern about a conflict of interest not previously disclosed, [ORGANIZATION] will designate a person outside any party’s reporting chain to evaluate the concern and make and memorialize any conflict or potential conflict identified and steps taken to eliminate the conflict.

Have a great policy you want to share? Email Keilim@JewishSacredSpaces.org.