Keilim Policy Toolkit is an educational platform to provide resources to organizations. Keilim is not a legal document, and your organization needs to take into account all relevant federal, state, and local laws. Because laws vary by state and city, it is essential that you also work with an attorney to ensure that your protocols are legally compliant.

Organizational Response: Developing a Reporting Structure

Sample Policy Language:

All individuals, including third parties, are encouraged to immediately report if they observe, become aware of, or experience any behavior they believe may be in violation of this policy. Reports can be filed regardless of whether anyone objected to or directly addressed the behavior, which is the basis of the report.

[Organization] requires its Board Members, Managers, and Supervisors [and other Senior Leadership] known as "Leaders" to report harassment, misconduct, or prohibited behaviors that they hear about, observe, or suspect. No Leader may ignore or fail to report conduct which violates or may violate this policy; doing so is itself a violation of this policy. Leaders who know of, receive reports of, or have reason to suspect that violations of this policy are occurring and fail to report it will be subject to discipline, up to and including termination.

Reports can be made to supervisors, Human Resources Representative, to the Board Chair, or by sending a report to_____. If an employee is uncomfortable reporting to the individuals designated in this policy, they may report their concerns to any supervisor, manager, or board member. No person will be retaliated against for complaining in good faith about a perceived violation of these policies.

Reports may be made in person, over the phone or video call, through email or by completing a report or reporting form. A report form is attached to this policy and can be [completed online at / downloaded from] _____ .

Anonymous reports are accepted, and will be responded to as practical based on the information provided.

*Light blue text are suggestions