CHECKLIST FOR SEXUAL MISCONDUCT POLICIES

(as well as other interpersonal safety issues)

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- ○ Can an employee or participant find a specific policy in less than five minutes?
- ○ Are policies well-organized with a table of contents or index and a date of last revision?
- ○ Are policies formatted with thoughtful graphic design? Including photos and/or illustrations?
- ○ Do policies acknowledge the unique nature of outdoor settings and state expectations for the normal physical and/or emotional interactions that employees and participants should expect when joining your organization's community? *(especially those that may be normal for you, but surprising or different from conventional educational institutions)?*
- ○ Do policies affirm the organization's commitment to a safe, inclusive, and respectful environment, explicitly stating zero tolerance for sexual misconduct, including retaliation?
- ○ Do policies clearly define different forms of sexual misconduct, such as unwanted sexual contact, sexual harassment, sexual exploitation, sexual assault, relationship violence, stalking, and retaliation?
- ○ Do policies include an expectation for and definition of sexual consent, including what consent IS? *(not just what consent isn't)*
- ○ Do policies state that sexual misconduct may result in discipline, including dismissal and ineligibility for future participation or employment?
- ○ Do policies state how employees and participants can report an incident, including who they report to and how the organization will respond?
- ○ Do policies give a checklist with guidance to employees about about responding to a disclosure of harm, including relevant resources, actions steps, interim measures, investigation and decision making information, and possible outcomes?
- ○ Do policies explain the rights *(such as privacy, fairness, a support person…)* of anyone who is involved in a report?
- ○ Do policies set an expectation for what participants or employees should do after causing harm, intentionally or unintentionally?
- ○ Do policies list relevant outside resources (other agencies) for medical, emotional, and other support?
- ○ Do policies outline requirements for mandatory reporting for any disclosure or incident involving a minor?
- ○ Do policies outline protocols for parental notification: under what circumstances, if any, are families notified, including if expectations change for consensual vs. not consensual sexual encounters?
- ○ Do policies provide information about expectations for one-on-one interactions with participants?
- ○ Do policies describe the ongoing actions taken within the organization to prevent sexual misconduct, including information about training for employees and participants?
- ○ Are policies free from gendered language? (*people of any gender anyone can cause or experience harm)*

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