**TLA PROCEDURES FOR RESPONDING TO REPORTS OF HARASSMENT/DISCRIMINATION**

1. Prior to each TLA conference or function, the President shall appoint a TLA Officer as the Duty Officer to receive and handle reports of harassment or discrimination at the event under the TLA Anti-Harassment Policy available on-line at <https://translaw.org/anti-harassment>. The Duty Officer is to be in attendance and available for the duration of the event.
2. Reports of harassment and discrimination may be made verbally or in writing. Reporting forms are available on-line at <https://translaw.org/anti-harassment>, and also shall be kept at the registration desk and made available to all event attendees for the duration of the event. Upon receipt of an oral report, the Duty Officer shall document the same.
3. The Duty Officer shall conduct an investigation of the reported incident. At his or her discretion, the Duty Officer may delegate the investigation, or any part thereof, to a trusted individual who he or she determines is best suited for this purpose. The investigation shall be conducted in as timely a manner as possible, ideally within 24-48 hours of the reported incident.
4. Procedure:
	1. The investigator should first meet separately with the complainant, and offer that individual an opportunity to decide if he or she wants to take any further action. If so, the investigation should obtain additional details regarding the offending conduct. Things not to do:
* Do not overtly invite the complainant to withdraw the complaint or mention that withdrawal is OK.
* Do not ask for the complainant’s advice on how to deal with the complaint: this is the TLA Officers’ responsibility.
* Do not offer complainants input into penalties: this is the TLA Officers’ responsibility.
* Do not share details of the people involved or the incident with third parties without specific permission from the complainant. This includes sharing with other attendees, guests, staff, etc.
	1. The investigator should then meet with the individual made the subject of the complaint (the Respondent). The Respondent should be advised that a report has been made, and offered an opportunity to tell his or her side of the story (which should be documented).
	2. If deemed necessary, any witnesses should be separately interviewed to obtain and document their observations of the incident.
	3. Once all relevant information has been obtained, the Duty Officer shall meet with the TLA Officers to discuss what actions should be taken in response to the reported incident. Options are as follows:
* No action.
* Reminding the Respondent of TLA’s policy, and warning the individual to cease his or her behavior in order to avoid sanctions for similar conduct in the future.
* Requiring that the Respondent avoid any deliberate interaction with, and deliberate physical proximity to, the complainant for the remainder of the event.
* Requiring the Respondent to immediately leave the event and not return.
* If the Respondent is a TLA member, expelling him or her from TLA membership for aggravated or repeated violations of TLA’s policy
	1. As soon as possible after the meeting, the Duty Officer shall advise the Respondent of what action is being taken. Do not request that the Respondent apologize to the complainant. If the Respondent offers to apologize to the complainant, discourage it. If appropriate, the Duty Officer may relay an apology to the complainant; the same should be brief and not require a response from the complainant.
	2. Document the action taken.
1. Basic information regarding reports and action taken shall be maintained by TLA’s executive office for future reference. Such information shall be maintained in confidence and shall not be disclosed to anyone other than a TLA Officer, and then only upon request.