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- b. Does not suggest a fact

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- a. "If I was there what would I have seen?" - explain
 - b. "What was the mood in the room like" – explain
 - c. "What did it look like?" – describe
 - d. "What are your thoughts on that?"
 - e. Circle back – give multiple opportunities to explain

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- a. Positioning, time, who was present ext.
 - b. Remember the specific language of the policy
 - i. "Consent," "of a sexual nature," "incapacitation" ext.

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- a. "was anyone else there?"
 - b. "were any pictures taken or text messages sent?"
 - c. "Social Media?"
 - d. "Did you talk to anyone afterwards? – did anyone talk to you?"
 - e. "where did you go afterwards? Before?"

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- a. Review process
 - i. Inform of how information will be shared – including all disclosed evidence.
 - b. Clear roles create comfort.
 - c. We want everyone to walk away feeling confident in our process and feeling that their voice was heard.
 - d. Remaining sex/gender neutral
 - i. No assumptions about someone's gender, sex, sexuality, race.
 - ii. No assumptions about case until investigation and disciplinary process is over.