

## **CRA's Process for Handling Unacceptable Behavior at All CRA Activities**

CRA's overriding objective is that any individual who experiences harassment should take immediate action to remain safe. The procedures described here are intended to further that objective.

### **If You Experience or Witness Unacceptable Behavior**

The decision to act resides with the target of any unacceptable behavior. CRA encourages acting to expose such unacceptable behavior but the decision to do so always rests with the target.

The first step to take is to [report](#) unacceptable behavior to a person in authority. This report may come from a third party who is confided in by the target or who witnesses unacceptable behavior. Those in authority to act in these cases include CRA staff, the event organizers, or volunteers who have been clearly designated to handle such complaints at this activity.

Note that there may be cases (such as those involving Title IX issues or those potentially involving law enforcement) where an on-site person who is informed of harassment will be required to file a complaint. In these cases, CRA will do so.

While not all complaints may rise to the level of official documentation, incidents that in the determination of the designated representative reach a level where documentation is required, a report will be created to be reviewed and signed by the Reporting Party and/or Target. CRA will strive to keep the source of the complaint as confidential as possible beyond the investigation.

Any threat or act of retaliation against a filer is viewed to be as serious an offense as harassment itself and will be handled accordingly.

### **Enforcement Procedures Process**

The person in authority will immediately address the situation by investigating the circumstances and make a considered judgement on the validity of the complaint and will determine any resultant consequences. The potential consequences are expressed in the CRA Code of Conduct. The complaint and results will be transmitted to the CRA Executive Director and CRA Board Chair.

In the event of a substantiated complaint, the CRA Executive Director and CRA Board Chair will consider potentially imposing additional consequences. They will do so only with the consent of the complainant.

The same actions may be taken toward any individual who engages in retaliation or who knowingly makes a false allegation of harassment.