FUNDRAISING AND SEXUAL HARASSMENT
Documenting Effective Procedures

Use the following list to kickstart your conversation when evaluating or creating policies to address sexual harrasment.

For Managers

Proactive Procedures

☐ Include an "uncomfortable situations" conversation in update meetings, event debriefings, and annual reviews. ("Did any of these donors or volunteers leave you feeling uncomfortable?")

☐ Have this "uncomfortable situations" conversation with EVERY man and woman.

☐ _____

☐ _____

☐ _____

Reactive Procedures

☐ Do nothing*

☐ Note that specific donor should be managed / visited only by staff of the same sex.

    • How will you note this?

    _____

    • How will you communicate this to the team?

    _____

☐ Note that specific donor should be seen by teams - not individuals.

    • How will you note this?

    _____

    • How will you communicate this to the team?

    _____

☐ Determine whether specific donor should be blackballed.

    • How will you note this?

    _____

    • How will you communicate this to the team?

    _____

☐_____

☐_____

☐_____

Carries risk for your institution.

For Teams

Proactive Procedures

☐ Consider a code or flag in your database for donors who act inappropriately.

☐ Formalize an outcome for donors with that code.

- Are they invited to future events?

_____

- Are coded donors excluded from personal visits?

_____

- Does the code expire?

_____

- Does a staff member need approval to apply the code?

_____

- Do you create a file for this prospect/volunteer regarding the harassment?

_____

☐ Offer traditional sexual harassment prevention training regularly.

☐ Only schedule visits in public or the workplace.

☐ Avoid alcohol on personal visits.

☐ Encourage team visits (two staff members, or one staff and one academic representative).

☐ Leverage visits with one volunteer, one donor, and one staff member.

☐ _____

☐ _____

☐ _____

Reactive Procedures

If you're told about harassment or inappropriate behavior…

☐ Never blame someone who experiences uncomfortable / inappropriate behavior.

☐ Take action. (Your institution may be held liable if a known harasser continues his / her behavior.)

If you experience harassment or inappropriate behavior…

☐ Create a reason to leave the situation.
   "Something just came up, and I need to leave. I'll follow-up with you tomorrow."

☐ Repeat the offensive comment.
   "Did you just comment on my backside/invite me to your home/ask about my relationship status?"

Responding to Harassment

Establish Strategies for Managing Harassment in the Moment

Let your staff know they are not expected to be witty, funny, or kind when facing harassment.

Consider the following potential strategies:

 Create a reason to leave the situation.

EXAMPLE: "Something just came up, and I need to leave. I'll follow-up with you tomorrow."

 Repeat what the individual said that made them uncomfortable.

EXAMPLE: "Did you just comment on my backside / invite me to your home / ask about my relationship status?"

Are there any additional responses your staff should consider if they are being harassed?

 _____

 _____

 _____

 _____

Notes

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____