

How to take a code of conduct report

1. Find a quiet place where others can't overhear you if possible. Bring something to write with.
2. Ask if the person wants to make a formal code of conduct report. If they ask for promises about how it will be handled, let them know that you can't make any promises on behalf of the code of conduct committee, but that the committee will do their utmost to protect the reporter's confidentiality and safety. If you are a mandated reporter, tell them first.
3. If they DON'T want to make a formal code of conduct report, feel free to decline to listen to their report, especially if you are a member of a marginalized group who is expected to perform more emotional labor than others.
4. Ask them to describe the incident. Some useful information to request (but respect their wishes if they don't want to share it):
 - Identifying information for the alleged harasser
 - Reporter's name and contact information
 - Time and date of incident
 - Place of incident
 - What happened
 - Any other people involved
5. If there seems to be any imminent physical danger to anyone, follow your security plan immediately and come back to taking the report when people are physically safe. Note your action in your report.
6. If it seems appropriate, ask if there is anything you or other staff can do to help anyone feel more safe at that moment (e.g., finding a friend of theirs to stay with them, or giving them a private space to sit in).
7. Thank them for their report.
8. Send the report to the code of conduct committee by **[INSTRUCTIONS HERE]**.

Remember:

- Do not share any confidential information with anyone other than the code of conduct committee.
- Do not ask the reporter or the target(s) for any solutions or suggestions on how to handle the incident.
- Do not pressure the reporter to contact law enforcement, security, or medical assistance if they don't want to, as in many cases this can make the reporter, target(s), and/or your community less safe. If the reporter does want to contact them, support them if you are safely able to do so.
- Don't assume that the reporter will trust any member of staff or person they don't personally already know and trust (including yourself).