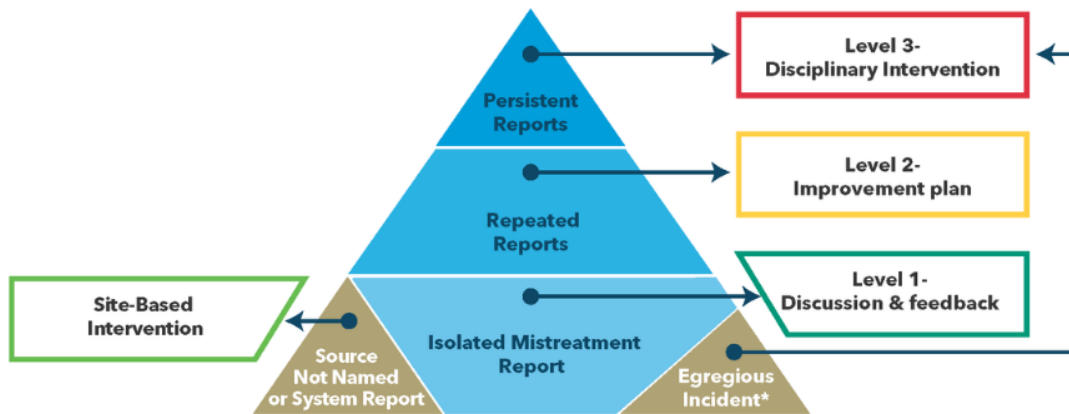


Procedure for investigation of allegations of mistreatment

1. The Director of the OPRL or their Designee will contact the reporter. In this conversation the Director will
 - a. Explain the procedure for the investigation and management of mistreatment including any policies that supersede the mistreatment policy (title IX, EEO, Comportment)
 - b. Hear the reporter's perspective on the events that transpired
 - c. Ensure reporter knows about resources such as the Resiliency and Wellbeing center if they need additional support
2. The Director of the OPRL will then either:
 - a. Refer the matter to the appropriate office (Title IX, EEO, Comportment, for example) if required by other University Policies
 - i. If those offices decline to investigate the matter it will be referred back to the OPRL for management under the mistreatment policy
 - b. Refer the matter to the appropriate affiliate institution if the person responsible for the alleged mistreatment is not a GW faculty member, staff or student or MFA employee.
 - i. Prior to this, the Director will need the written permission of any student who reported the mistreatment to share their report (GW email or Family Educational Rights and Privacy act (FERPA) [form](#) are acceptable)
 - ii. If the report is sufficiently vague to protect the anonymity of the student, no written permission is required.
 - c. Investigate the report as described in the next section
3. Investigation
 - a. The Director of the OPRL, or their designee, will speak with the person alleged to have committed mistreatment. This individual may request to be interviewed in the presence of an advisor or colleague and may request that the Director of the OPRL, or their designee, speak with additional witnesses.
 - b. The Director of the OPRL, or their designee, if necessary, will interview any witnesses, review any documents related to the allegation, refer to the related policies and, if necessary, address the allegations with the person reporting the mistreatment again.
 - c. The Director of the OPRL, or their designee, will decide whether the respondent violated the Mistreatment Policy and if so, the appropriate level as described below. This determination will be based on a preponderance of the evidence.
 - i. Level I report: Corrective action will be suggested by the Director of the OPRL or their Designee. This is a non-disciplinary response.
 - ii. Level II reports: The supervisor will be notified, and an improvement plan outlined. A written report will be completed in this circumstance.
 - iii. Level III reports: These will be referred to Human Resources for further management after notification of the supervisor. A written report will be completed.
 - d. Any report determined to be a Level II or Level III report as well as any reports where the Director of the OPRL may have a conflict of interest will be brought before the CLE for discussion. In addition, the Director of the OPRL or their designee may bring any report before the OPRL if they are not sure how to classify the report based on the information that was obtained.



4. Follow up after the investigation

- a. The reporter will be notified if the events were considered mistreatment after the investigation. If the reporter is not a member of the SMHS community they will not receive information about the outcome of the investigation.
- b. The reporter will not be provided detailed information about any subsequent sanction, outcome, or employment action relating to the respondent.
- c. All reports designed Level II or higher will be reviewed by the Committee on the Learning Environment and a de-identified summary of Level I reports will be distributed to all of the committee members for review on a monthly basis.
- d. The report will be logged into the OPRL database for future reference.
- e. Level II reports will require additional follow up by the OPRL or their designee to ensure compliance with the outcome.

5. Recusal

- a. The Director of the OPRL will recuse themselves from an investigation when the report involves their supervisor or they may have a conflict of interest in the case. The CLE may also recommend that the Director of the OPRL recuse themselves from an investigation.
- b. In the case of a recusal, a faculty member on the CLE will take the role of the Director as outlined in the procedures above.

Created 6/22/23 by Jennifer Keller, Director, OPRL

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