

DSA Santa Cruz
DRAFT Grievance Procedures and guidelines

1. DSA Santa Cruz should have a minimum of two Harassment Grievance Officers at all times. Both shall have access to the reporting form and grievance email account.
2. The email account shall be checked daily by at least one HGO.
3. Reports may be made via our Reporting Form, via email (dsasantacruzgrievance@gmail.com) or in person. Any report made to an EC member shall be referred to the HGOs.

Nomination and Vetting of HGOs

The nomination and vetting procedure for Harassment Grievance Officers (HGOs) shall be the following.

If a vacancy exists, the EC will make this known immediately and place the issue on the agenda of the next General Membership Meeting.

1. Call for nominations at General Membership Meeting
2. Members may nominate others (who must accept nomination) or they may self-nominate
3. Nominated HGOs submit a brief statement to the EC outlining why they want the position and anything relevant to their qualifications to for the job. This statement should be submitted within 2 weeks of the nomination.
4. One week before the next General Membership Meeting, the EC will circulate statements to the full membership of the chapter
5. At the next General Membership Meeting, members will have an opportunity to ask questions of any nominated HGOs
6. $\frac{2}{3}$ vote of members present at the meeting will confirm HGO for a 2 year term

Procedure for removal of HGO

1. If any member raises a concern about an HGO's ability to fulfill their duties, conflict of interest or dereliction of duty, the EC shall meet within one week to discuss the matter.
2. A majority vote of the EC will remove the HGO from their position.
3. The EC shall appoint an interim HGO until a new HGO can be confirmed using the process outlined above.

Procedures Sexual Harassment and Assault.

DSA Santa Cruz takes matters of sexual harassment, assault and gendered violence with the utmost seriousness. We aim to create a space where people are free from the forms of gendered oppression that pervade society and as such are committed to a survivor-led accountability process whenever matters of this nature arise. We

recognize that in matters of sexual harassment and assault, survivors are often greeted with skepticism, and that this is a barrier to coming forward. This is a pattern that allows systemic oppression to continue. As such, we are committed to the principle that survivors coming forward with allegations of sexual harassment or assault should be taken seriously and the default attitude should be one of compassion and credulity.

1. If an allegation of sexual harassment or assault arises, all efforts shall be made to maintain the confidentiality of the person making these allegations, both during and after the investigation and discipline process.
2. No action shall be taken that will compromise this confidentiality unless there is an immediate threat to others. In such cases, the survivor shall be consulted and their input given substantial weight.
3. The survivor shall be consulted and their consent should be actively sought in all decisions about the handling of the matter.

Process:

Matters of sexual assault and harassment shall be dealt with swiftly. When a member comes forward to the HGO (either through the reporting form or by another channel), the HGO who receives the report shall within 2 days consult with the grievant about the process that they wish to pursue.

As a social justice organization, DSA Santa Cruz recognizes that often times the method of investigating and addressing conflict and violence can reproduce the very administrative and disciplinary logics that we are working to transform. As such, we are committed to survivor led, community oriented, accountability processes wherever possible. Nevertheless, we recognize that in some matters this may not be possible or desirable and so when grievances are brought forward the grievant should always have an option to follow a more traditional investigatory procedure. The grievant, in consultation with the HGO shall determine which of these two options is best for the circumstance.

Accountability Process

1. If the grievant opts for the accountability process, the responsible HGO shall within one week convene an "accountability group" to address the matter and support the survivor in an accountability process.
2. This group shall consist of members of DSA Santa Cruz. It may involve a support person from outside the organization if the survivor so chooses.
3. The group shall be convened by the HGOs in consultation with the survivor.
4. No one shall serve on the accountability group that the survivor objects to.
5. The aim of the accountability process is to address matters in a community centered way, understand the truth and perception of the situation, and to establish accountability for the circumstances.

6. An accountability process is not a trial.

7. This process is to be driven by the needs of the survivor *and* the needs of the community.
8. The accused, too, is to be treated as a member of that community.
9. Procedures for the process shall be set by the accountability group itself in accordance with the wishes of the survivor, with the aim of maintaining the safety of the survivor and the community as a whole, and of devising a plan to address the situation.
10. The basic premise of accountability processes is that all parties are committed to mutually addressing a situation, redressing harms and healing the community. This requires buy-in from all involved. If everyone involved (including the grievant and the accused) do not feel that this obtains, then there is always the option to revert to a formal investigatory/disciplinary process laid out below.
11. This plan may include the removal of the member in question from the chapter. In such cases, the normal procedures for the removal of a member from the chapter shall be used.

Investigation Process

1. If it is determined that a formal investigation and administrative measures are more appropriate for the situation, one HGO shall act as investigator and the other HGO shall act as support and advocate for the grievant.
2. The Investigating HGO shall conduct the investigation swiftly.
3. Minimally, this involves interviewing the grievant, the accused and any other people who have knowledge of the situation.
4. The accused is afforded due process; they may have a support person present at all interviews. They may present evidence.
5. Preponderance of Evidence shall be the evidentiary standard in matters of sexual harassment and assault.
6. Within two weeks, the investigating HGO shall present the results of their investigation in writing to the grievant, to the accused and to the EC.
7. If any disciplinary action is to be taken it shall be voted upon by the EC in accordance with the chapter's bylaws. To the extent possible, confidentiality of all involved shall be maintained.
8. Any decision can be appealed.
9. This procedure is meant to comport fully with the procedures of the National DSA.

Reporting and records

We recognize the importance of tracking instances of harassment and assault in order to identify systemic problems in our chapter and our community. As such, each year the HGOs shall confer and produce a report for the EC that identifies the number and types of instances that have been reported. This information will be tracked from year to year and records shall be maintained in the DSAsantacruzgrievance email account that passes from HGO to HGO.

Regular Harassment and Bias Trainings

One of the recommendations of the NPC is that HGOs should conduct regular harassment and bias trainings in chapters. We feel disseminating this knowledge is of vital importance for our local and should be the responsibility of the whole chapter to ensure that this happens, rather than just the HGOs. DS