



# KEILIM

A POLICY TOOLKIT BY SACRED SPACES

April 12th, 2022

## ABCs of Responding to Complaints

In Partnership with



**safety respect equity**



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# Sacred Spaces

builds healthy Jewish communities by partnering with Jewish institutions to prevent and respond to sexual abuse and other abuses of power.





# Community of Practice

## Respect

Demonstrate respect for differences of experience, perspective and identity.

## Self-Care

If you need to take a breather, journal, get water, turn off screen...please do!

## Community Safety

If you have a safety concern, please send private chats to Sacred Spaces staff.

## Confidentiality and Consent

What's shared here stays here, what's learned here leaves here.

## Experience

Speak from the place of your own personal or professional experience, with recognition that your understanding may not be generalized to all contexts.





## In this Webinar

1. Receiving a Report
2. Action Planning
3. Fact-finding
4. Decision Making



# Parking Lot

- Serving as an Investigator
- Resolution
- Public Statements
- Restorative Justice
- Healing



# What's Your Organization's Responsibility?



Swift Response



Procedural Fairness



Rigorous and Independent Inquiry



Effective, Proportionate Solution



Continued Monitoring







The **Keilim Policy Toolkit** guides Jewish organizations to develop policies and procedures that create safer, more respectful, and more equitable environments for those who work at or access your organization.

‘**Keilim**’ is Hebrew for tools or vessels. Hear the pronunciation of Keilim

Exit Site



# Explore the Six Modules of Keilim



1

Foundational Elements



2

Prohibited Conduct



3

Interaction Guidelines



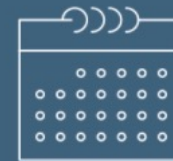
4

Screening



5

Organizational Response



6

Living Your Policy



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## 5 Organizational Response

[View All Modules](#)

Receiving a Report

Action Planning

Fact-Finding

Decision Making

# 6 Guiding Principles to a Trauma Informed Approach





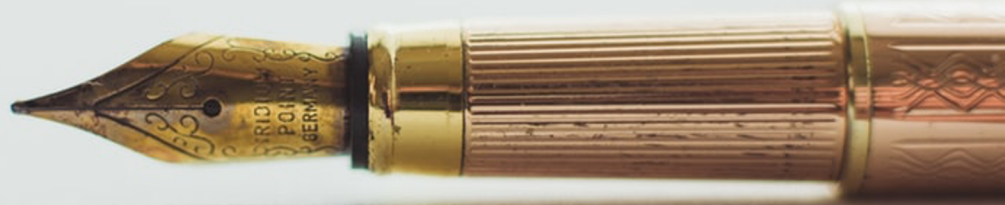
# Intake

## Things to Remember

- Multiple modalities
- Anyone can report
- Listen and create a safe space
- No prerequisites to reporting
- Ask open-ended questions

## Facts to take note of

- What happened?
- One time or ongoing?
- Others involved?
- Previously reported?



## 5 Organizational Response

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# Preliminary Decision Making

## 1. Would the report, if true, constitute a policy violation?

**Unsure:** A preliminary inquiry is necessary.

**No:** This can be resolved at the supervisory level.

**Yes:** An investigation is necessary.

## 2. Is there a dispute of facts?

**Unsure:** A preliminary inquiry is necessary.

**No:** No investigation is necessary.

**Yes:** An investigation is necessary.



# Preliminary Inquiry

## Conduct a preliminary inquiry when:

- Unsure if behavior would constitute policy violation
- Incident is singular and easily verifiable (e.g., public)

## A simple verification of events, that may include:

- Inspection of material
- Examination of physical space
- Speaking to recipient of behavior
- Speaking to individual accused of wrongdoing



# When to Bring in An Outside Investigator

Look at the matter	(1 point)	(2 points)	(3 points)
The matter to be investigated is	Simple, involving two parties and one or two incidents	Moderate in complexity, involving more than two parties or multiple incidents	High in complexity, involving multiple parties and multiple incidents, or reports of hostile environment
The person(s) accused of misconduct is/are	Non managerial and at the same rank as the complainant	Middle management and higher in rank than the complainant	Senior managers or executives
The complaint involves	Inappropriate language, jokes, or simple misconduct	A combination of inappropriate language and multiple acts of misconduct	Extreme racial, sexual, or threatening/harassing behavior
The person(s) to do the investigating is/are	Experienced and confident	Somewhat experienced, but uncertain about the best way to proceed	Inexperienced OR is in a reporting relationship to a party in the investigation
TOTAL SCORE: Tally your points in all three columns.			

1-4 points: Almost certainly manageable internally

5-9 points: Consider using outside investigator

10 points: Recommend outside investigator



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# Breakout Rooms



# Identifying Conflicts of Interest

*Avoiding even the appearance of favoritism or bias*

- Able to be neutral and independent and not form predispositions?
- Supervisor-employee relationship with party or family/social network?
- Personal relationship with party or family/social network?
- History of conflict with any of the known parties?
- Personal or financial interests shared with any of the known parties?
- Expressed to others unfavorable opinions about parties in past?



# Action Log

Date \_\_\_\_\_

Names and roles of individuals involved in the Action Planning \_\_\_\_\_

Action Planning	Actions to be Taken	Parties Involved	Date Taken
Preliminary Inquiry			
Supportive Measures			
Supervisory Actions			
Interim Actions			
Communications Plan			
Fact Finding			
Problem Solving			



## 5 Organizational Response

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# Interim Actions

1. Separate Parties
2. Preserve Evidence
3. Reduce Risk

*Take care not to retaliate.*



# Need to Know Analysis

- Nothing
- There's an investigation
- Parties' identities
- Details



# Supporting all Parties

- Support person
- Monitor for retaliation
- Counseling/EAP
- Community resources

## 5 Organizational Response

[View All Modules](#)

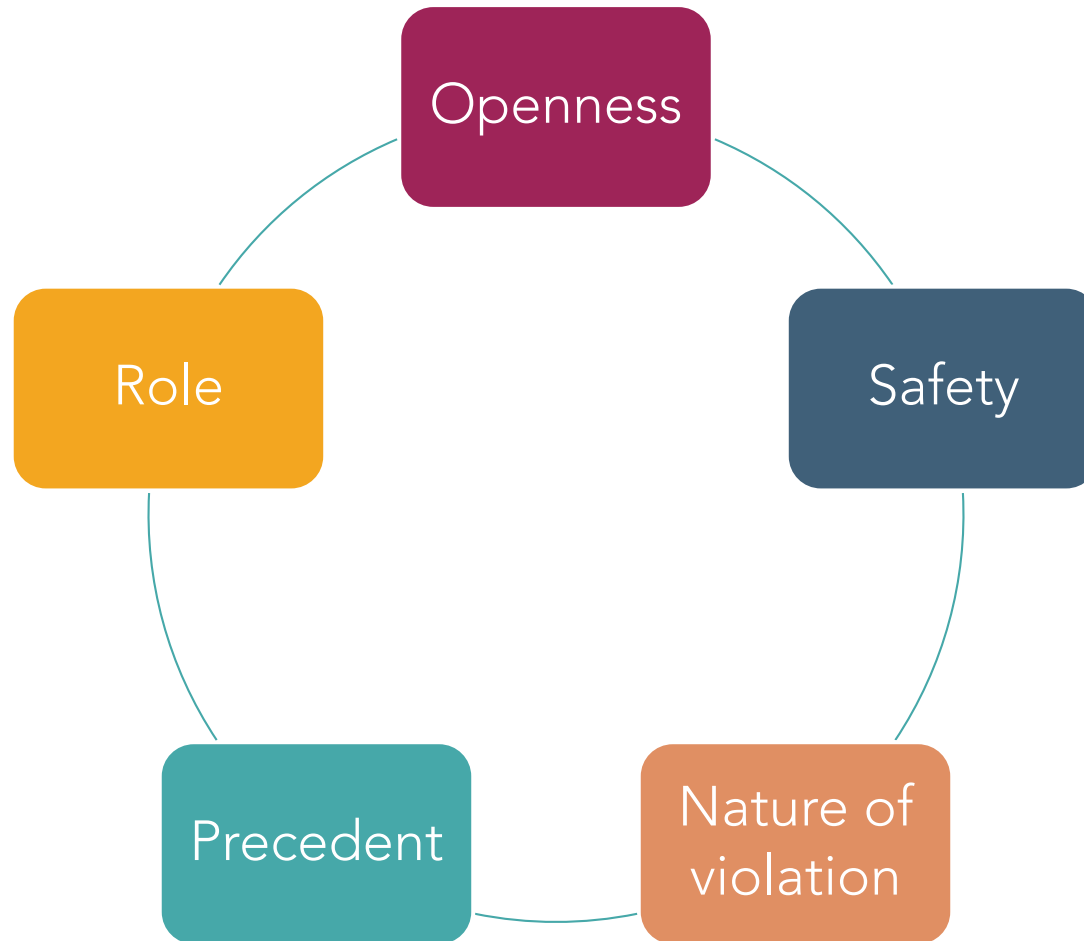
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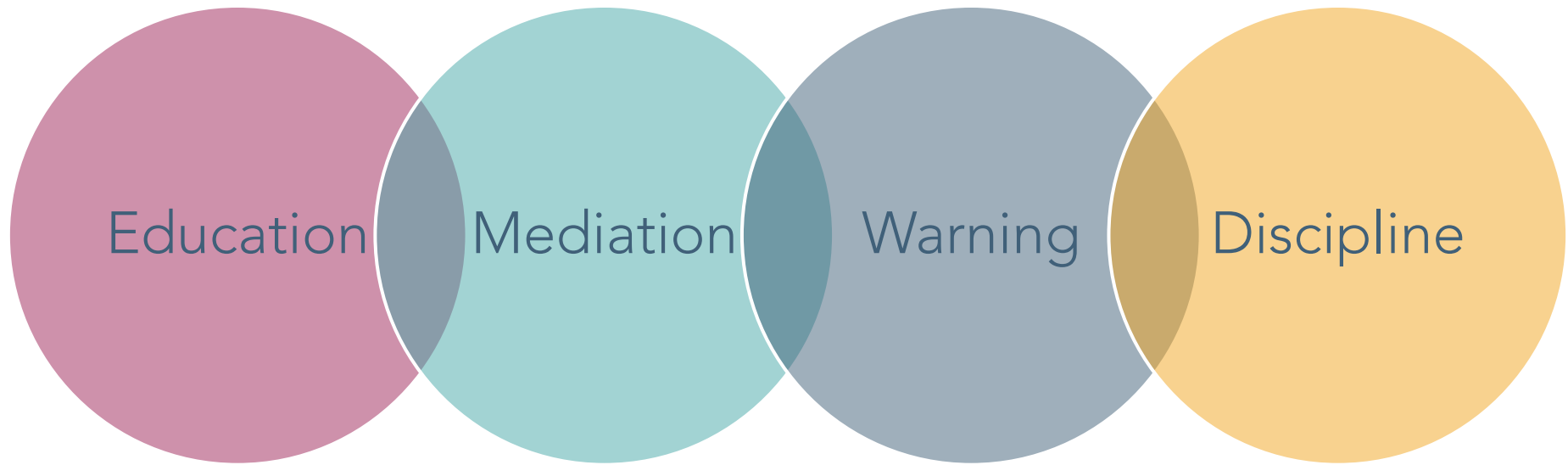
Decision Making

# Considerations





# Range of Options





Grant me the wisdom to discern what is right and what is wrong and inspire me with the courage to speak out whenever I see injustice without shame or fear of personal retribution... Make us whole, make us holy.

~Professor Alice Shalvi

# Slowing Down, Taking a Pause

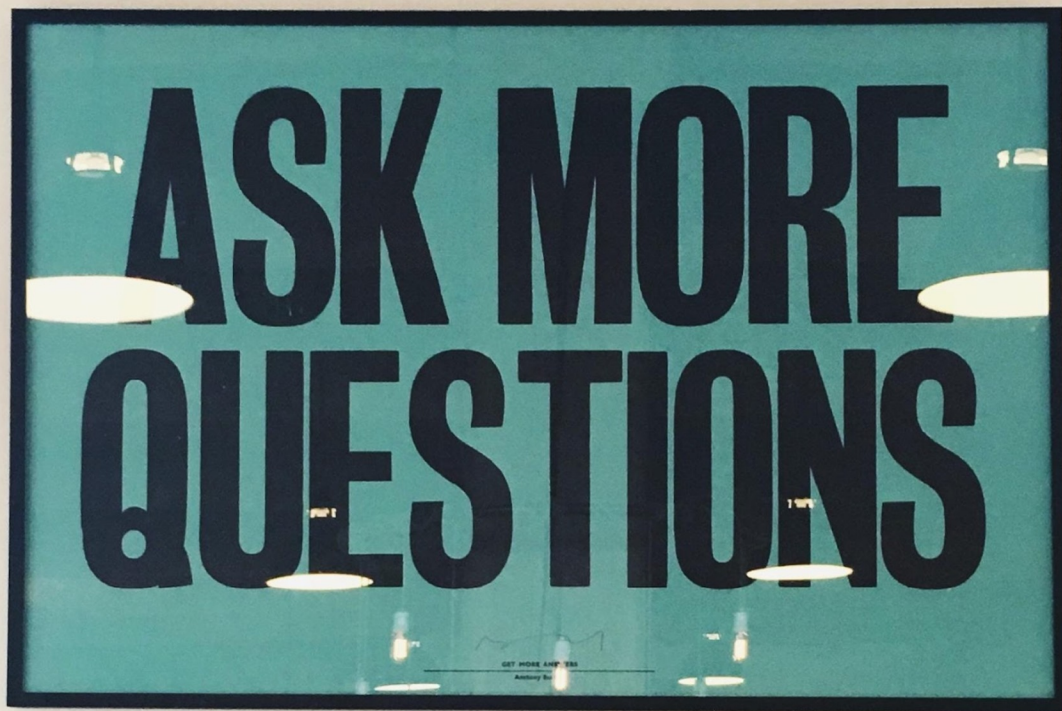
## SAMPLE PRAYER FOR WEIGHTY DISCUSSIONS

The Talmud relates that Rabbi Nehunya ben Hakana would relate the following prayer — that he not err in his judgments of halakha, Jewish law — upon his entrance to the beit medrash, or study hall. Today it appears on the inside cover of Artscroll's printings of the Talmud (Schottenstein Editions). This language, or an adapted version, may resonate with your Committee, particularly when meeting to discuss sensitive issues or handle weighty decisions.

יהי רצון מלפניך ה' אלוקי שלא יארע דבר תקלה על ידי ולא אכשל בדבר הלכה וישמחו בי חברי ולא אומר על טמא טהור ולא על טהור טמא ולא יכשלו חברי בדבר הלכה ואשמח בהם. כי ה' יתן חכמה מפיו דעת ותבונה.

"May it be your will, Hashem, my God, that an offense not come about through me, and may I not stumble in a matter of Halakha and cause my colleagues to rejoice over me. May I not pronounce anything pure that is impure, or impure that is pure, and may my colleagues not stumble in a matter of Halakha, and I rejoice over them. For Hashem grants wisdom; from God's mouth comes knowledge and understanding."







*Creating Sacred Spaces. Together.*



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