Consent Incident Report Handling Procedure

This document provides the steps required to successfully receive, process, and resolve Consent Incident Reports.

I. References

A. Pan Eros Foundation Consent Policy
B. Statement of Principles (Regarding Consent and Handling Consent Violations)
C. PEF Training: See Consent Academy's "**Consent & Leadership Workshop Series**"
  1. C&L: Building a Framework
  2. C&L: Building Better Communication
  3. C&L: Dealing with Power
  4. C&L: Building a Consent Ethos
  5. C&L: Intersecting Challenges
  6. C&L: Working with Trauma
  7. C&L: Consent Advocate Training
  8. C&L: Working Towards Transformative Accountability
  9. C&L: Evaluating Consent Incidents
  10. C&L: Consent Incident Interviewing
  11. C&L: Creating Accountability
  12. C&L: In the Thick of It (Dealing with Complex and Difficult Situations)

D. PEF Banning Policy and Procedure {To be added.}
E. PEF Data Security Policy and Procedure {To be added.}
F. PEF Resources Page {To be added.}
G. Consent Academy Information Page
H. A Comprehensive Definition of Consent

II. Glossary of Terms

A. Organization: The Pan Eros Foundation (PEF) and all sub-organizations including, but not limited to: The Consent Academy, Seattle Erotic Art Festival, and other projects run by the above.

B. Organization Member: Any person whose behavior reflects positively or negatively on the Organization. Including, by not limited to: Paid Staff, Unpaid Staff, Volunteers, Sub-Organization Volunteers, anyone in a position of leadership/supervision/authority, and anyone associated with the Organization by reputation or influence.
  1. People who were members, but are no longer working for, volunteering for, and/or associated with the Organization are not considered members.

C. Organization Event: Any event, meeting, activity, gathering, or offering put on, hosted by, or sponsored by the Organization.
  1. Unless there are mitigating circumstances, a Consent Incident Report will only be taken for a Consent Incident that happens at an Event.
  2. Any Consent Incident Report made against an Organization Member will be treated as though it happened at an Event, even when it happens outside of an Event.

D. Consent: A voluntary statement, made without coercion, affirming or denying a proposal, request, or desire of another.

1. (See Reference H - A Comprehensive Definition of Consent for more detail.)

E. Consent Incident (CI): An incident during which a person is acted upon (or is coerced to perform an act) in a manner not consented to in advance or after a withdrawal of consent is made.

1. An Incident, physical, emotional, mental, or social in nature, may occur accidentally or intentionally, with or without malice, and may or may not have injurious consequences.
2. An Incident confers no judgement itself. It is simply something that happened involving consent. Further inquiry is needed.
3. A violation of consent may or may not happen during an incident. Whether or not a violation occurred is up to the person who experienced the harm.

F. Consent Incident Report (CIR): A statement outlining the details of a Consent Incident. This notice may be made in-person, by telephone, video, or e-mail. Formal CIRs include an Incident Report and other documentation as appropriate.

1. 1st Party Report: A statement given by the person who experienced the incident directly. Can be either the Impacted Party or the Implicated Party
2. 2nd Party Report: A statement given by someone who heard the information from the person who experienced the incident directly.
   - Unless there are mitigating circumstances, a 2nd Party Report will be taken as information only; used to support or fill in information for a 1st Party report.
3. 3rd Party Report: A statement given by someone who heard about the incident from someone other than a first hand account. These reports are considered unreliable.
   - Unless there are mitigating circumstances, a 3rd Party Report will not be accepted and no process will be engaged.
4. Anonymous Report: A statement given without identifying information about an incident.
   - Unless there are mitigating circumstances, an Anonymous Report will not be accepted and no process will be engaged.

G. Incident Report: The form completed by the Interviewer when the Impacted Party chooses to make a formal CIR. – See Figure A

H. Impacted Party: The person against whom the Consent Incident was committed.

I. Implicated Party: The person (or persons) named in the report as being responsible for the actions outlined in the Consent Incident.

J. Witness: A person (or persons) who witnessed the incident, or part of the incident, first hand.

K. First Responder: The Organization Member to whom the CI is initially reported.

1. First Responder's Role is to make sure the Impacted Party is safe and initiates the appropriate support process
   - Practice Emotional/Psychological First Aid where appropriate
2. It is not the role of the First Responder to determine the validity of the report.
3. The First Responder should never try to convince someone to not report.

. Doing so is grounds for dismissal.

L. Advocate: A trained individual whose role is to support the people involved, with their consent and involvement, through the CIR process and to support them with the mental, emotional, and logistical difficulties that arise from a CI.

1. Where possible, separate Advocates should be assigned to both the Impacted Party and the Implicated Party so as to provide better and more targeted support.
2. Where possible, the Impacted Party should have the opportunity to choose the presentation of their advocate to choose what is most comfortable for them.
3. Advocates must follow a Harm Reduction strategy and take a Trauma-Informed perspective.

M. Interviewer: The person, ideally trained, receiving information about and recording the CIR on behalf of the Organization. This should be the senior staff member or Advocate on duty.

1. Where possible, the Interviewer should be different from the Advocates supporting the individuals involved.
2. The Interviewers role is to take information, without judgement, that is as accurate and close to what is reported as possible. They make no decisions or judgements about the information.
3. Interviewers should follow a Harm Reduction strategy, use a Trauma-Informed perspective, and avoid biasing interview questions.
4. Interviewers must do everything possible to maintain confidentiality including: avoiding sharing information between parties, compartmentalizing information where appropriate, sharing only needed information with staff, and creating a final report that is anonymized.

N. Director: The most senior Organization staff member, often the Executive Director.

1. It is the Director's role to oversee the Consent Incident Reporting process; making sure it is progressing, the guidelines outlined here are being followed, the process is in line with the Organization's Ethos and Mission, and it reaches a conclusion.
2. It is the Director's role to oversee Accountability Processes and make sure any directives from the Consent Incident Review Committee are fulfilled.
3. The Director can appoint someone else to fulfill these roles.
4. Should there be a conflict of interest, the Organization's Board or ruling body can appoint someone else to fulfill these roles.

O. Consent Incident Review Committee (CIRC): A committee, convened by the Board of Directors or their designate, to make final decisions regarding CIs and Accountability Process.

1. The CIRC's role is to receive the information reported by the Interviewer, review that information, and make recommendations based on that information.
2. The CIRC should be made up of people with no conflicts of interest and, where possible, include people from outside the Organization.

P. Harm Reduction: A set of principles and strategies for both reducing the overall harm present in a situation and preventing further harm from occurring. We focus on the following:

1. We cannot remove harm that has happened. Nor can we prevent harm from happening in the future.
2. We can work to prevent additional harm and to reduce the impact of the harm that was done through appropriate intervention, education, and support.
3. Non-judgmental interactions with both the person who experienced harm and the person responsible for it is essential to the process.
4. Recognizing issues of power, privilege, oppression, trauma, past experience, and other social inequities impact a person's vulnerability to and capacity in dealing with harm.
5. Acknowledging the real and sometimes tragic impact harm has on a person; be it physical, emotional, mental, or spiritual.

Q. Trauma-Informed: An approach assuming any individual is more likely than not to have a history of trauma. Trauma-Informed support recognizes the presence of trauma symptoms and acknowledges the role trauma may play in an individual's life. We focus on the following:

1. Safety: Establishing as safe an environment as possible where the people involved can share their experience without fear of judgement, with reduced risk of re-traumatization, and where respectful/appropriate boundaries are maintained.
2. Patience: Understanding that dealing with trauma is a non-linear process, is different for each person, and often needs significant time to manage, support, and process effectively.
3. Understanding: Trauma encompasses a complicated set of concepts and knowledge. Education about it and practice with it are both essential to supporting people through it.
4. Consent: People who have experienced a consent incident are both more sensitive to and at higher risk for having their consent violated. It is essential to center consent in all interactions with them as a way to provide greater safety, reduce the chance of further harm, and give choice.
5. Collaboration: Individuals need to have agency (the ability to create change in their own life) to recover from trauma. It's important to work with people involved in the process and give them a significant role in determining their capacity and planning their next steps.
6. Accountability: People involved in an incident need to know the people working on it are both human, thus subject to making mistakes, and will take responsibility when those mistakes are made. This means making honest apologies and then correcting the mistake, be it individual or organizational.
7. Empowerment: Providing a process that works to give power and agency back to the people involved through validation, affirmation, boundary acknowledgement, appropriate choice, and realistic support.

R. Accountability Process: A structured way to help support people in taking responsibility for the impact of their behavior, choices, and/or mistakes. We focus on the following:

1. Acknowledging a violation exists and is real. No forward movement can happen if people involved in an incident are unable to recognize, understand, and acknowledge to others that harm was done.
2. Taking responsibility for behaviors that cause consent violations. Responsibility includes taking ownership of the actions, reactions, and choices that led to the harm.
3. Making amends to the person (or people) who experienced consent violations. Amends can include many different behaviors including but not limited to: honest apologies, education, therapy, giving space, taking space, making reparations, demonstrating new behaviors, and/or anything that shows understanding and positive change.
4. Making positive changes to prevent future consent violations. It's important to learn, grow, and heal after being involved in an incident and part of accountability is doing the work to see those actually happen.
5. We see accountability as inclusive. Everyone involved in an incident, including the Organization, is responsible for following the above principles and supporting positive change to the level of their capacity.
   - The accountability process will, by necessity, be different for the person impacted, the person implicated, the support staff, and the Organization as a whole.
6. A successful Accountability Process takes time and revolves around a person's ability to change their behavior as part of a harm reduction process.

III. Figures:

A. Incident Report

IV. Procedures

A. This procedure begins when anyone reports a Consent Incident to any Volunteer or Staff.

1) A CIR will be addressed by the Organization in a timely fashion.
   a) The Organization and its representatives will, to the best of their ability, respond to the CIR and subsequent parts of the process in hours or days.
   b) This does not obligate the people involved in the incident to do the same.
      i) We recognize people may not feel safe and may need time to process emotional, psychological, and physical effects.
   c) How long each step of the process takes will be defined 1st by the Impacted Party, 2nd by the Implicated Party, and 3rd by the Organization.
   d) The Organization withholds the right to push the process forward in the following cases:
      i) Someone is attempting to subvert the process by holding things up.
      ii) There is an external timeline imposed by an upcoming Event that requires a determination.
      iii) More than 60 days has passed since the last contact from someone involved in the process.
      iv) Other mitigating circumstances.
   e) Any report made after the Event where the Consent Incident occurred will be referred to the Director or assigned to a designate.
      i) Reports may be emailed to consent@pan-eros.org
      ii) The process will then follow the normal procedure.
   f) A CIR sent via email will be referred to the Director or assigned to a designate.
      i) The process will then follow the normal procedure.
      ii) The reporting party should be informed that email is not considered to be a fully confidential medium and an offer made to take the report in person or by secure video chat.
      iii) Reports made by 2nd Party, 3rd Party, or anonymously will be treated as noted in Glossary Section F.
2) Any CIR made three years or longer from the time the Consent Incident occurred will be taken as an information only report to be added to the file.
   a) After so long a time there are significant difficulties associated with taking a CIR including, but not limited to: memory degradation, contacting the people involved, locating witnesses (if there were any), organizational changes, and perspective changes.
   b) No action recommendations are necessary.
      i) The Interviewer will inform the Impacted Party that the report is being taken for informational purposes only.
   c) Support services and Resources should still be offered.
      i) The Director or designate can decide, where it seems useful, to assign an Advocate to the person who reports.
   d) Should the Director or designate consider the CIR to be serious enough, even after the three-year limit, or if there are multiple reports against the Implicated Party, they may request further deliberation and/or submit a report to the CIRC for deliberation.

B. First Responder:

1) When the First Responder is approached, in person or in writing, that person will listen to/read what the Impacted Party has to say, validate their concerns, and offer to escort or direct them to someone who can help.
   a) See Reference C: PEF Training
2) As the First Responder, take the following steps:
   a) Determine Safety:
      i) First, make sure the Impacted Party is safe from further harm. If not, help move them to a safer location or get help to remove the harmful stimulus.
      ii) Second, make sure you and the people around you are safe from harm.
      iii) Request help and additional support if needed.
   b) Seek an Advocate if one is available to support the Impacted Party
      i) Ask the person reporting what Sex/Gender Expression/Presentation they would be most comfortable with in their support personnel.
      ii) Attempt to match that request as best as possible.
      iii) If the Impacted Party is unable to verbalize their preference, attempt to match expression/presentation to their appearance as best as possible.
      iv) If an Advocate is not immediately available, contact the senior staff member on duty or the Director.
   c) If in person:
      i) Ask the Impacted Party if they would like to go to a safe and quiet space to wait.
      ii) Offer comfort: water, snacks, blanket, etc.
      iii) Help reduce anxiety by staying calm, breathing, and/or providing appropriate distraction
      iv) Ask if they need anything else while you wait
   d) If contacted via text, phone, or email, let the person know you will put them in contact with an Advocate as soon as possible.
3) See IV: Procedures - H: Other Considerations if anyone wants to involve the police, legal proceedings, or other edge cases

C. Advocates:

1) When the Advocate arrives, or is contacted, they will listen to/read what the person has to say, validate their concern, and explain how the CIR process works.
   a) See Reference C: PEF Training
2) Separate Advocates should be assigned to the Impacted Party and the Implicated Party, where possible.
   a) Advocates should, where possible, match the presentation the person is most comfortable with.
   b) If separate Advocates are not available, prioritize the Impacted Party and assign a different Advocate to the Implicated Party as soon as one is available.
3) The Advocate's Role
   a) Compassionate and non-judgmental support
   b) Active listening & emotional validation
   c) Using Harm Reduction practices to reduce further impact
   d) Rebuilding agency from a Trauma-Informed perspective
   e) Help someone to tell their story
   f) Guide people through the CIR process

4) As an Advocate, take the following steps:
   a) Provide psychological/emotional first aid - See Reference C: PEF Training: Consent Advocate Training
   b) Stay calm and listen openly to the person while they are talking.
      i) Validate the person's feelings and emotions (not thoughts, desires, or behavior)
      ii) Avoid any statements of judgement
   c) Center agency: always ask for Consent before doing anything
   d) Offer to provide more information about the CIR Process
      i) Outline the interview process
      ii) Outline the review process
      iii) Let them know you or another Advocate will contact them throughout the process
      iv) Emphasize that a review process takes time (often months)
      v) Avoid making any promises
   e) Ask the person if they would like to make a formal statement.
   f) Offer resources and how they can contact you
   g) Get their contact information
5) Should the person wish to make a formal statement the Advocate will contact the Director or designate to assign an interviewer.
   a) The Advocate will then support through the rest of the process.
6) Should the person not wish to make a formal statement the Advocate will contact the Director or designate to close the CIR.
   a) Let the person know you, or another advocate, will be available in the future should they change their mind.
7) See IV: Procedures - H: Other Considerations if anyone wants to involve the police, legal proceedings, or other edge cases

D. The Interviewer:

1) Document information from the CI and create the Consent Incident Report:
   a) See Reference C: PEF Training
2) Interviewer's Role:
   a) Gather information from all the involved parties (in this order where possible)
      i) Impacted Party
      ii) Implicated Party
      iii) Witnesses: Organization Members or others
      iv) Past Incident Reports
   b) Stay open, curious, and non-judgmental
      i) Hold a Trauma-Informed and Harm Reduction perspective
   c) Ask open-ended questions, avoid leading questions or divulging information from other sources.
   d) Maintain confidentiality
3) As the Interviewer, take the following steps:
   a) Let the person know you are following procedure and will be asking questions.
      i) Give the person space to ask questions in return. Be honest with what you know and what you don't.
      ii) Offer reassurance: You are not taking sides or making decisions. Your only role is to get information.
      iii) Allow the person to have their Advocate, a friend, or other support present if they ask for that.

b) Understand the person is likely to be upset, confused, scared, angry, or all of the above.
   i) Avoid all accusatory and judgmental language.
   ii) Maintain a Trauma-Informed approach
      (1) Understand their statement is likely to be impacted
      (2) Avoid expectations of clear and linear statements
      (3) Understand it will take time to get information
   iii) Stay calm yourself and use de-escalation techniques where needed.
c) Let the person know what happens after you take their report.
   i) You will be speaking with the other involved party(s).
   ii) A summary of what happened will be generated.
   iii) The report and summary will be reviewed anonymously by an Incident Review Committee made up of neutral parties.
   iv) Recommendations for any actions to be taken will be made.
   v) The Organization will contact the people involved and let them know what recommendations have been made.
d) Confirm information given to you will be held confidential.
   i) Names and details will not be shared outside the CIR team.
   ii) The Review Committee will only receive an anonymized report.
   iii) No information will be released publicly by the Organization or CIR Team.
   iv) The final report will be kept confidential and in a secured location.
e) Fill out an Incident Report
   i) Available from the Director – See Figure A: Incident Report
   ii) Before writing anything down, request consent to take notes.
      (1) If consent is withheld, continue with the interview.
      (2) Remember as much as you're able to fill in the report.
      (3) Let them know you will likely need to follow up.
   iii) Ask open-ended questions
      (1) Allow the person to tell their story in their own way.
      (2) Ask for clarification or follow-up on any parts you're confused about.
   iv) Fill out as much of the form as you can.
      (1) There are sections for all the relevant information. Use additional sheets as needed.
      (2) Collect names (legal and/or scene names).
      (3) Collect contact information where possible.
      (4) Fill out the time & date the report was taken & the time/date the Incident happened
      (5) Note the location where it happened.
   v) Ask if it is okay to contact for additional information at a later date.
f) Request any additional information
   i) Contact the Advocates involved and ask if there is any additional information or if one of the parties needs more time to process
      (1) Prioritize the Impacted Party's need for time.
      (2) Allow a minimum of two months for additional processing.
   ii) Contact the Director to see if anyone involved has a CI history with the Organization or other CIRs in the file.
   iii) Collect any additional information including, but not limited to: character witnesses, statements from other organizations, or anything else relevant.
      (1) Social media posts or comments, may be considered relevant, but should not be considered a trusted source.

g) Create an Anonymized Report:
    i) To the best of your ability, use the information collected to create a narrative statement of what happened.
    ii) Included specific information only where needed and where it doesn't identify the people involved.
    iii) Remove the following information:
        (1) Names (Legal, nicknames, and scene names)
            (a) Use: Impacted Party, Implicated Party, Witness, Staff, etc.
        (2) Identifying features
        (3) Pronouns and other sex markers
            (a) Use They, Them, Theirs
        (4) Anything else that could make it clear who was involved
            (a) Be especially careful for incidents that were well known in a community.
    iv) Outline the important parts of what happened.
        (1) Where statements differ, note what those differences are.
    v) Note where there is missing information.

h) Give both the Full Report and the Anonymized Report to the Director or Designate.
    i) Can be done in person or put in the "Drop Safe".
    ii) Inform the Director by phone or email.
    iii) Shred or destroy all notes/information not given to the Director

4) On your discretion you may ask the Implicated Party to leave an Event:
    a) If there is security at the Event, enlist their support.
    b) Use the following criteria:
        i) The CI warrants such in your opinion.
        ii) If the person's behavior was, is, or becomes threatening.
        iii) If your safety, the safety of the Impacted Party, or anyone else's safety is in question.
    c) Contact the Director immediately if you take this action.
5) See IV: Procedures - H: Other Considerations if anyone wants to involve the police, legal proceedings, or other edge cases.

E. Initial Review:

F. Convening a Consent Incident Review Committee (CIRC):

1) The Role of the CIRC:
    a) To give an outside and non-judgmental perspective on complicated situations.
    b) To provide multiple perspectives and ideas.
    c) To avoid the impact of secondary trauma in the process.
    d) To determine if consent policy was broken.
    e) To provide recommendations for amends and next steps
2) The Director, or Designate, will make a request for people to sit on the CIRC
    a) Each CI (or batch of CIs if necessary) will have its own CIRC.
    b) This request should not be public. Individuals should be contacted directly.
    c) Where possible, increase diverse voices on the committee.
    d) If there are specific identities involved in the CI, attempt to include those.
3) The CIR Review Committee will be made up of people drawn from members from the Board of Directors, trained professionals, and/or trained staff or volunteers.
    a) Membership should always be odd numbers.
    b) Minimum members: 3 / Maximum members: 7

c) There must be no perceived conflicts of interest. No one personally or professionally connected to either the Impacted Party or the Implicated Party will be allowed to sit on the committee.
d) It is okay for members to sit on more than one CIRC, but it is suggested that members take a break between sittings.

4) The CIRC will convene as soon as possible after the requests go out.
   a) The location and timing (by video or in person) will be at the convenience of the members and will be kept private.
   b) The Director, Advocates, and Interviewer may be present to answer questions.
   c) Multiple CIs may be discussed at the same time

G. Final Review:

1) When the CIRC meets they will start with the following tasks:
   a) The Director, Interviewer, or Designate will give a brief 2-3 sentence summary of the CI(s) being reviewed.
   b) Any CIRC members who perceive a conflict of interest will recuse themselves.
   c) The Committee will designate someone to run the review.
   d) The Committee will designate someone to take notes.
2) The Director, or designate, will disclose the anonymous report and recommendations.
   a) Copies of the Consent Policies and Procedures should be made available.
   b) Hard copies of the Anonymous Report should be available if meeting in person.
      i) These will be shredded and destroyed at the end of the meeting.
3) The CIR Review Committee will review:
   a) Take the time for discussion.
      i) Focus on the Organization's Consent Policies.
      ii) Talk about impressions of severity and significance.
      iii) Discuss options for recommendations.
      iv) Remember to hold Trauma Informed and Harm Reduction perspectives.
      v) Consider the larger community and systemic issues. I.e, what other issues might be driving the CI.
   b) Ask any additional questions of those present.
   c) If necessary, debate points that need clarification.
4) Once finished discussing, create the following within two weeks:
   a) A list of recommendations or actions to be taken.
      i) These will be directed towards:
         (1) The Party Implicated
         (2) The Party Impacted
         (3) The Organization (if necessary)
         (4) The Community (if necessary)
      ii) Recommendations may include some form of an Accountability Process (See: II-R Glossary: Accountability Process)
      iii) Recommendations should focus on a person's behavior and revolve around how they can change that behavior to resolve the incident, reduce harm, and prevent future harm.
   b) A statement of how what happened was against the Consent Policy (if it was).
   c) A statement of what could have been done differently to comply with the Consent Policy.
5) Recommendations from the CIRC will be offered to all necessary parties:
   a) The Interviewer, Director, and designate (where there is one).
   b) Advocates.
   c) The Impacted Party and the Implicated Party.

6) The Director, or designate, will take the recommendations and put them into action as they best interpret, with support from the Board of Directors
   a) This includes any additional actions necessary to meet those recommendations.
      i) They may inform any Organization Member needed to enforce the recommendations made.
   b) It is the Director's responsibility to see any conditions are met before a person who has been banned temporarily or conditionally from the Organization is allowed back at Events.
      i) Interpretation is at the Director's discretion.
   c) No recommendations or actions can be taken that would create harm for the Organization without Board approval.
      i) This includes, but is not limited to, breaking confidentiality around the CIR Process.
   d) Any recommendations or actions that might cause additional harm to a party involved in the CI should be taken with significant forethought and consultation.
7) The Director, or designate, will close the review process once all parties have been notified.
   a) A single copy of the Incident Report, Anonymous Report, Statements, and Actions taken will be given to the Director for storage.
      i) The Director will store the information in the appropriate locked location, filed by the Implicated Party's name.
      ii) All other copies of the information should be destroyed in compliance with Reference E: PEF Data Security Policy and Procedure.
   b) A report of the number of Incidents reviewed, actions taken, and potential public relations issues will be given to the Board at the monthly Board Meeting by the Director, or designate.
      i) Where names or specific incidents need to be discussed the board may choose to do that in an executive session.
8) Anyone involved can request a formal review or reassessment of the recommendations, summary, or decisions made.
   a) Requests need to be made in writing to the Director and should be specific, detailed, and include how conditions have changed.
   b) The Director, where needed, will form a new CIRC to review the request and/or initial documents.
      i) After the review the new CIRC will either confirm the original statement and decisions or issue a new statement and decisions per the above procedure.
   c) The request, any statements, changes made, and/or any other documentation will be given to the Director to be appended to the original file.

H. Other Considerations:

1) If appropriate to the Incident, or when requested by the Impacted Party, the Advocate or Interviewer will contact 911 on their behalf and escort them through the process of talking with the police.
   a) If 911 is called contact the Director immediately.
   b) Be helpful and polite when dealing with the police.
   c) Avoid offering any information to the police until the Director, or designate, is present.
2) If anyone involved is not immediately available to make a statement, are unapproachable, or would prefer, statements can be taken in a different location or by phone, video, or email.
   a) Follow up or designate another Interviewer to do so within 48 hours.
3) If anyone involved in the process refuses to give a statement:
   a) Accept that choice. They get to give or withhold consent.
   b) Offer resources and information on how to contact the Director should they change their mind.
   c) Let them know that the CIR Process may continue without them.

4) Should the Impacted Party relate a Consent Incident that did not happen at an Organization Event and did not include someone connected to the Organization:
    a) An Advocate can still be offered.
        i) Their role is to listen and provide resources in the moment.
        ii) They should help the person to access additional resources.
    b) No formal Report will be taken in this instance.
5) Should the Impacted Party relate a Consent Incident that happened outside the PEF, involving an Organization Member (someone connected: Board Member, Staff, Educator, or Volunteer), take a report; treat it as though it happened at an Organization Event.
6) Concerning Protection or Restraining Orders:
    a) Legal orders are issued after careful consideration by a judge for a variety of reasons and prevent one party from being within a certain radius of and/or interacting with another party.
    b) If a person has an order issued against them, that person should avoid attending any Event attended by the person for whom the order is issued and is held responsible for following the order.
    c) If both people have orders, neither should attend any Event until lifted.
    d) The Organization will not get involved in any dispute over an order. Should such a dispute happen both parties will be asked to leave the Event and associated premises.
    e) If, when asked to leave due to an order issue, the person refuses to leave or if it seems clear they were there intentionally, this will be considered a consent violation and the above procedures will be followed.
7) If the Consent Incident is a Self-Report:
    a) We recognize not all Consent Incidents are intentional. They can happen due to miscommunication, misunderstanding, accident, ignorance, cultural differences, and/or misinformation.
    b) We want to encourage people in acknowledging their own mistakes and seek help in changing difficult, non-consensual, or dangerous behavior.
    c) When a CI is reported by the person responsible for the actions, the reporting procedure outlined above will be followed with the following differences:
        i) Thank the person for coming forward.
        ii) The Impacted Party will be approached carefully by an Advocate and asked if they would like to participate in the report.
        iii) Any review and recommendations should take into account the self-report.
    d) Even when there is a self-report, it doesn’t excuse the non-consensual behavior. It is still important to focus on and protect the safety of the person impacted.

I. This Procedure is a living document:

1) It will be reviewed and updated as appropriate.
    a) The Director may convene a Review & Update Committee to make changes.
    b) The Director, or designate, may make minor changes directly.
2) We acknowledge we cannot foresee all potential incidents and issues that may arise.
    a) Where necessary, these procedures can be amended to deal with an incident.
    b) Such changes will then be appended to this document as soon as possible.
3) Any Feedback should be sent to the Director.
    a) Feedback may be saved until there is enough to warrant a Review Committee.
    b) All feedback will be reviewed, but not all feedback will be implemented.