

# SMH Allies Cue Card

## Tips:

- Be approachable and visible
- Center the target and their desires  
- ask what they want or need
- Empathize - "That sounds terrible, I'm so sorry that happened to you, I imagine that was an awful experience..."
- Offer water/snack
- Record potential witnesses

## Questions/Concerns?

- Email: [smhconduct@gmail.com](mailto:smhconduct@gmail.com)

## DIRECT

Address the harasser  
Address the target

## DISTRACT

Approach either harasser or target  
Recruit others to help intervene

## DELEGATE

Report to Intake Committee

## DELAY

Intervene after the fact

# SMH Intake Committee Cue Card

Questions/Concerns:  
Contact [smhconduct@gmail.com](mailto:smhconduct@gmail.com)

## Target Interview:

- No anonymous reporting
- Two interviewers should be present
- Ask target if they would like anyone with them
- Get contact info for follow up and take notes
- Use active listening and validate
- Focus on what happened
- Ask target what they want or need
- Consider risk to other potential victims, look for a pattern
- Ask if target wants to know outcome
- Do not make promises
- If necessary, help target get to a crisis center or contact police

## Harasser Interview:

- Keep target and/or reporter names confidential
- Two interviewers should be present, at least one senior scholar
- A member of the Referee Committee should be present
- Get contact info for follow up and take notes
- Use active listening
- Do not make promises
- Put burden on violator, not on the target

Modeled after SMARTS

# SMH Referee Committee Cue Card

## Objective and Guidance:

- Determine if alleged violator gets to stay at event
- Impact supersedes intent
- Keep target/reporter's names as confidential as possible
- Choose minimum sanction that will protect the community
- Aim is safety and inclusion not retaliation/punishment
- Consider legal risk of not acting in the case of a clear violation

## Likely Allow to Stay with Warning:

- Alleged violator acknowledges offense, volunteers apology, and states will not repeat the behavior

## Likely Ask to Leave:

- Alleged violator argues policy/Code of Conduct is wrong and does not affirm willingness to follow the policy
- Alleged violator insists on knowing identity of target/reporter
- Alleged violator asserts rank/status and does not acknowledge impropriety of asserting privilege
- Alleged violator argues intent matters more than impact
- Alleged violators displays DARVO tactics (defend, attack, reverse victim and offender)

## Less Clear:

- Alleged violator denies accusation/has different experience of events - seek witnesses
- Witnesses differ or if there are no witnesses