

INVESTIGATION PROTOCOL

RADICAL HONESTY INSTITUTE

ETHICS & ACCOUNTABILITY CIRCLES

Effective Date: [Nov 21, 2023]

Last Updated: [Jun 8, 2024]

Purpose

This protocol is a comprehensive guide for the Radical Honesty Institute (RHI) Ethics & Accountability Circles' investigators for conducting investigations and collecting testimonies for ethics and accountability issues. Our goal is to ensure that these investigations are conducted fairly and transparently, enabling well-informed decisions regarding accountability and accountability actions.

Scope

This protocol applies to all ethics and accountability investigations concerning owners, employees, contractors, Trainers, Trainer Candidates (TC's), or any individuals associated with RHI.

1. Appointment of Investigator

Designate an impartial and competent investigator to lead the investigation. It's essential that they have no personal interest in the outcome of the case and can maintain objectivity. The investigator is responsible for the opening, closing, proper documentation, and integrity of the entire investigation. Support investigators (including RHI leadership, AC personnel, and third-party agencies) may be appointed, as needed.

2. Notification and Confidentiality

The investigator will notify all relevant parties about the opening of the investigation at the appropriate time, typically using this [Notice of Ethics Investigation](#) form. It's crucial to emphasize the importance of confidentiality and the protection of the privacy of all individuals involved.

A list of contact information for involved parties and a log of important dates regarding the case should be kept on [this Case Log & Contact Sheet](#).

3. Maintain Transparency

Keep all involved parties informed of the progress and findings, to maintain trust and credibility in the process.

4. Document Preservation

The investigator is responsible for ensuring that all relevant documents and records of communications in connection with the accountability issue are preserved.

5. Interview Process

The investigator will schedule and conduct interviews with all relevant parties. This includes any complainants (individuals who raised the issue), the respondent (the individual the issue is about), and any potential witnesses to the events in question.

Calls should be conducted on RHI's Zoom account and recorded to the cloud. Use laptops or larger screen size (with video on for all parties) in order to review any necessary documents together. This [Call Notes](#) document may be used to prepare questions for the calls

All interviewees should be informed of their right to have a support person or advocate present during the interview to ensure that they feel comfortable and supported.

6. Statement Collection & Interview Guidelines

During interviews, the investigator should employ open-ended, non-leading questions to gather information from the involved parties.

Witnesses should be encouraged to provide detailed accounts, including specific dates and any available evidence that may substantiate their testimony.

The investigator should use the Ethics & Accountability [Statement Collection Form](#) for written statements, anonymous reports, and interviews from complainants to ensure that the details of the conversations are accurately recorded.

A record of conversation with the respondent should be kept using [this Record of Conversation Form](#).

7. Witness Testimony

In addition to interviewing the complainant and respondent, the investigator should also collect testimony from any individuals who may possess pertinent information related to the accountability issue.

Witnesses should be informed of the importance of providing truthful and accurate information, emphasizing the role their testimony plays in achieving a fair outcome.

8. Document Review

The investigator should review all relevant documents, including emails, records, and written statements that may provide additional ingredients to support the investigation.

9. Evidentiary Evaluation

The investigator's role includes evaluating all testimonies and evidence gathered during the investigation. This evaluation process will assess the credibility, relevance, and consistency of the information provided.

Any inconsistencies or gaps in the information provided should be identified and addressed to ensure a thorough examination of the case.

10. Maintaining Neutrality

It is paramount that the investigator remains neutral throughout the investigation. They must avoid forming preconceived judgments or biases and approach the case with objectivity and fairness.

11. Timeline

The investigator should work within a reasonable timeline to ensure a prompt resolution to the accountability issue while maintaining the quality and integrity of the investigation.

12. Report Preparation

Following the completion of the investigation, the investigator will compile a comprehensive [Investigation Report](#) summarizing the findings. This report will include an assessment of the credibility of testimonies and, if applicable, any recommended actions or decisions.

13. Feedback and Closure

The investigator is responsible for providing feedback to the parties involved, including the complainant and respondent. This feedback should inform them of the closing of the investigation and next steps.

14. Documentation Retention

All records and documentation from the investigation should be securely stored for up to 20 years. The retention of these records is crucial for future reference and compliance.

15. Continuous Improvement

This protocol is not static; it will undergo periodic reviews to ensure its effectiveness and alignment with legal requirements and best practices. Continuous improvement is essential to maintain the fairness and integrity of our investigative process.

This Investigation Protocol is intended to provide a structured and consistent approach to ethics and accountability investigations within the Radical Honesty Institute. All individuals involved in these investigations should be aware of and adhere to this protocol, ensuring that it is consistently applied to all cases.

Radical Honesty Institute Ethics Circle