**INVESTIGATION PLAN**

**Date:** January 11, 2024

|  |
| --- |
| OVERVIEW |
| Investigation title: | **Karen Connor, Department of Micro Farming**  |
| Description, Objectives and Scope: | Daniel Smith alleges he is being sexually harassed by his supervisor, Karen Connor. The purpose of this investigation is to confirm the facts relating to this allegation so that the agency can determine whether there is any merit to Mr. Smith’s complaint. |
| Lead Investigator  | Damien Jones, Sexual Harassment Officer for DMF |

|  |
| --- |
| BASIC INFORMATION |

|  |  |
| --- | --- |
| Allegations: | Mr. Smith alleges that between August 1, 2023, and December 8, 2023, Ms. Connor has repeatedly talked about her personal sex life, asked Mr. Smith about his personal sex life, and asked Mr. Smith to attend a “swingers” party. Most recently, Ms. Connor gave Mr. Smith a performance rating of a 2 when he has been marked at 4 for the 2 years prior. Mr. Smith alleges the change in performance rating is because he refused Ms. Connor’s advances. Mr. Smith also stated that Ms. Connor reassigned one of his major deliverables to another Program Analyst after he filed the sexual harassment complaint. |
| Applicable Standards | * Preponderance of the Evidence
 |
| Bases of Harassment | * The use of inappropriate language and sexual innuendos
* An attempt to initiate an unwanted sexual relationship
* Quid pro quo
* Retaliation (outside the scope of this investigation)
 |

|  |
| --- |
| CHRONOLOGY |

|  |  |
| --- | --- |
| Case chronology: | * August – December 2023: Ms. Connor repeatedly discussed her personal sex life with Mr. Smith.
* October 10, 2023: Ms. Connor emailed Mr. Smith and asked if he’d like to attend a swingers party with her.
* October 2023: Ms. Connor verbally informed Mr. Smith that she would provide him with a low performance rating if he did not go to a “swingers” party with her
* December 8: Mr. Smith received a performance rating of “2” out of possible 5.
* January 5, 2024: Mr. Smith submitted a complaint to SHO
 |

|  |
| --- |
| Evidence |

|  |  |
| --- | --- |
| Documentary, andPhysical evidence: | * E-mail inviting Mr. Smith to attend “swingers” parties (from Ms. Connor to Mr. Smith) and his response declining the invitation (October 2023)
* Mr. Smith’s performance evaluations (FY 2021-2023)
 |
| Witnesses: | * Daniel Smith, Program Analyst
* Samuel Adams, Program Analyst
* Jack Daniels, Program Analyst
* Karen Connor, Program Administrator (supervisor to Mr. Smith, Mr. Adams, Mr. Daniels)
 |

|  |
| --- |
| LOGISTICS |

|  |  |
| --- | --- |
| Itinerary: | * January 9, 2024, 1pm: meeting with agency general counsel re: investigation plan
* January 17, 2024, 1pm: Interview of Daniel Smith
* January 22, 2024, 2pm: interview of Samuel Adams
* January 22, 2024, 4pm: interview of Jack Daniels
* January 25, 2024, 4pm: interview of Karen Connor
 |
| Notifications: | * January 5, 2024: Mr. Smith emailed complaint to DMF SHO
* January 5, 2024: General Counsel is notified
* January 8, 2024: Mr. Smith notified that SHO is investigating the allegations
* January 8, 2024: Ms. Connor is notified of the complaint
* January 8, 2024: Mr. Adams is notified that he has been identified as a witness in a complaint
* January 8, 2024: Mr. Daniels is notified that he has been identified as a witness in a complaint
 |
| Deadlines: | * Complaint received via email on January 5, 2024
* Investigation report due March 5, 2024
 |