**MEMORANDUM TO FILE**

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| To: | File |
| FROM: | Damien Jones, Sexual Harassment Officer |
| Date: | January 25, 2024 |
| SUBJECT: | Sexual Harassment Investigation Interview Summary: Karen Connor |
| ATTENDEES: | Interviewer: Damien Jones, Sexual Harassment Officer, Department of Micro Farming |
|  | Interviewee: Karen Connor, Program Administrator, Department of Micro Farming |

On Thursday, January 25, 2024, at approximately 4:00 PM, I interviewed Ms. Karen Connor at 441 4th Street NW, Suite 1205. Ms. Connor is the Program Administrator for the D.C. Department of Micro Farming (DMF) and the subject of the complaint. Mr. Daniel Smith filed a complaint on January 5, 2024, alleging that she engaged in sexual harassment after lowering the performance rating of her subordinate employee, Daniel Smith, Program Analyst, after Mr. Smith rejected her email invitation to attend a “swingers” party.

A summary is provided below of the questions that I asked Ms. Connor, and her responses:

1. **What is your name and title? When did you start working for the District?**

Ms. Connor stated her name is Karen Connor, Program Administrator for the Department of Micro Farming. She began her career with the District in this position on May 6, 2019.

1. **What is your typical workday or work week like? Who is your supervisor? What time do you arrive to work? What time do you leave? What are your typical responsibilities? Who are you responsible for supervising?**

Ms. Connor stated that her typical workday consists of overseeing the programmatic functions of DMF. She said that her work frequently requires her to work directly with her subordinates in the development of DMF’s projects. She indicated that she reports to the Director. She normally arrives to work at 8:30 AM and leaves at 5:00 PM. Ms. Connor supervises the agency Program Analysists: Daniel Smith, Samuel Adams, and Jack Daniels.

1. **Describe your relationship with Mr. Smith. Have you had any concerns working with him?**

Ms. Connor affirmed that she has been supervising Daniel Smith since he started in 2019 and works closely with him, along with the other agency employees, as DMF is a small agency with 10 employees.

Ms. Connor stated that she has not had any problems working with Mr. Smith and does not have any previous relationship with him. She mentioned that they always had an excellent working relationship and she considered him a friend.

1. **Did you have a personal relationship with Mr. Smith?**

Ms. Connor asserted that her relationship with Mr. Smith is professional. When prompted about the email that she sent to Mr. Smith, she stated that Mr. Smith must have “misunderstood,” and that the email was not meant to be sexual in nature. She was asking Mr. Smith if he would like to join her at Swingers, an indoor mini golf establishment. She stated that this was a teambuilding exercise.

1. **Do you invite colleagues to social outings outside of work? Have you invited Mr. Smith to other social outings outside work?**

Ms. Connor noted that they would interact outside of work hours when colleagues would go out to happy hour. When asked if she invited any other employees to social outings such as the swingers email, she reluctantly answered that she did not. When asked if there was a particular reason for not inviting other employees, Ms. Connor declined to comment.

1. **Did you tell Mr. Smith that you would give him a low performance rating if he didn’t go with you to the party?**

Ms. Connor denied making this statement.

1. **Do you discuss your personal sex life in the office?**

Ms. Connor stated that they have a comfortable rapport in the office and noted that Mr. Adams and Mr. Daniels make comments about their sex lives in the office all the time. She declined to answer whether she made comments as well.

1. **Did you ask Mr. Smith about his personal sex life?**

She said that she did not ask Mr. Smith about his sex life. Ms. Connor again noted that the Program Analysts often made comments about their sex lives, and they all joked around in the comfortable and informal environment.

1. **Do you recall Mr. Smith’s performance ratings from FY 2021-2022?**

She stated that she did not recall Mr. Smith’s previous performance ratings. When shown his past evaluations, Ms. Connor indicated that his performance in each area was properly scored.

1. **Have there been any changes in the quality of Mr. Smith’s work in FY 2023?**

Ms. Connor stated that Mr. Smith’s work has significantly declined in quality this past fiscal year. She noted that he failed to complete his major project, frequently turned in deliverables after their deadline, repeatedly came to the office an hour after his tour of duty started, and seemed distracted most of the time. They had multiple conversations about this during the year, but nothing was documented. When she was shown his evaluation from FY 2022, she indicated that his performance in each area was properly scored.

1. **Is there anything you would like to add that hasn’t been addressed?**

Ms. Connor stated that this is all a misunderstanding and there was nothing sexual about her invitation to Mr. Smith. All the agency employees have a congenial relationship and they have a relaxed environment. People feel very comfortable and discuss their personal lives all the time.