1. Review your organization’s investigation policy/procedure/protocol, as compared to the principles, standards, and good practices discussed in this workshop. Consider:
   - Principles of investigations
   - Presumption of innocence; investigating allegations not subject of complaint
   - Each step in the investigation process
   - The investigator is not the decision-maker
   - How the investigation protocol is linked to Code of Conduct and SEA complaint protocols

2. Identify areas where the protocol(s) need revision, expansion, and/or strengthening.

3. Develop a step by step plan for working with your organization to discuss changes needed and make the necessary changes. Be as specific as possible. Be realistic about timelines.

<table>
<thead>
<tr>
<th>Changes Needed</th>
<th>Next Steps</th>
<th>Timeline for Completion</th>
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