

# INVESTIGATION INTO ALLEGATIONS OF WORKPLACE HARASSMENT OR OTHER POLICY VIOLATIONS

## CONFIDENTIAL INVESTIGATOR'S REPORT

Investigator(s):	Date of Report:
Client Organization:	Prepared for:

Name(s) of Complainant(s) *(list name(s), title, department, and supervisor):*

Name(s) of Accused *(list name(s), title, department, and supervisor):*

Allegations by Complainant(s) can be summarized as follows:

Interviews were conducted with the following individuals:

NAME	ROLE IN INCIDENT	POSITION	DATE(S) OF INTERVIEW(S)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

During the investigation, the following documents were reviewed *(list documents reviewed, including written statements, relevant policies, employee files, similar investigation findings, etc.):*

The incident investigation and findings were discussed with the following management personnel *(list name, title, and relationship to the parties of the investigation):*

**FINDINGS** (If appropriate, set the stage by providing background – history of employment, etc.; then review the allegation(s) and what the evidence showed with respect to it):

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**CONCLUSIONS** (In sum, state the conclusions you have drawn from the facts revealed during the investigation with respect to the allegation(s) ):

Narrative:				
Sustained	Not Sustained	Unfounded	Exonerated	Other (see narrative)
Criminal Charges Filed	Yes	No	Filed by:	
Filed with:			If relevant, attach copy of law enforcement report(s)	

**ACTIONS TAKEN AND RECOMMENDATIONS** (Summarize your recommendations and the actions taken subsequent to the investigation – include recommendations for the organization that will aid in prevention of further such incidents, if appropriate):

Narrative:
Complainant(s):
Accused:
Decision Maker:
Other:

**Attach copies of supporting documentation, including non-disciplinary counseling, corrective action, or other disciplinary action taken.**

**OTHER COMMENTS or ISSUES RAISED DURING INVESTIGATION:**

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Investigator’s Signature(s)	Date
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