**Investigation report template**

This template may be used when reporting the findings of a workplace violence or harassment investigation. It is divided into three sections, the investigation background, the investigation procedure and the investigation findings.

An investigation should be conducted in an impartial manner by a person who has the knowledge, experience, or other qualifications to conduct it.

Name of investigator(s):

Date of investigation:

**Investigation background**

An investigation into alleged workplace violence and harassment should focus on understanding what happened so that issues can be addressed and future incidents avoided. Attach more pages if necessary.

1. Name of person who made the complaint:

2. If not the same person as above, name of person who allegedly experienced workplace violence or harassment:

3. Date complaint made and how:

4. Name(s) of any other workers possibly exposed to the incident:

Position/department:

5. Name of respondent(s)

Position/department: If not a worker, provide details:

**Investigation procedure**

The investigation should be documented (written down or recorded) and consistent, using the same steps for everyone.

Interview notes should include:

* the name of person being interviewed;
* the date and time of the interview;
* who was present for the interview; and
* the questions asked and corresponding answers.

Complainant interview

Interview the complainant and make notes. Note that recalling events of harassment can be stressful for the complainant.

Respondent interview

Interview the respondent and make notes. Note that the respondent is entitled to see or receive a summary of the evidence to be able to respond.

Witness interview(s)

Interview relevant witnesses and make notes.

Documents collected

List the documents collected for the investigation and how or from whom they were obtained.

**Investigation finding(s)**

The investigator’s results should include a summary of key evidence, an analysis of the evidence to determine whether workplace violence or harassment occurred and recommended next steps.

Summary of key evidence and analysis

Recommended next steps

*For example:*

* *Immediate corrective actions*
* *Short-term corrective actions*
* *Long-term corrective actions*

Signature:

Date:

Report provided to: