Investigation Report TEMPLATE

INVESTIGATOR:

DATE:

SUBJECT: Employee Name Complaint

# Relevant Background

On or about \_\_\_\_\_\_, Company Name received a complaint by Employee Name, Title against Employee Name(s), Title(s), alleging [insert brief description].

# Scope of Investigation/Issues Presented

1. **ISSUE ONE**:
2. **ISSUE TWO**:

## Standard of Review

Evidence was reviewed and analyzed to determine whether the issues as presented were with or without merit under a “preponderance of the evidence standard” or, whether the allegations were “more likely than not” founded or not. The investigator’s conclusions are based on all evidence and facts reviewed and, where necessary, credibility determinations.

**Investigation Process**

This report contains witness interview summaries, relevant documents or other evidence reviewed, and findings related to the issues presented.

## Interviewees

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Date of Interview | Time of Interview |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Documents/Evidence Reviewed

|  |  |
| --- | --- |
| Attachment | Document Title/Description of Evidence |
|  |  |
|  |  |

# Applicable Policies

Below are the relevant policies contained in the Employee Handbook:

1. **POLICY**:
2. **POLICY**:

# Summary of Findings

I have summarized the findings based upon the primary issues that arose during the investigation. Based on the information found and evidence reviewed, the investigator made the following findings.

1. **ISSUE ONE:**
2. **ISSUE TWO:**

# Investigation Summaries

## Witness Name

## Witness Name