**Date Complaint Received: \_\_\_\_\_\_\_\_\_ Investigation Start Date: \_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_**

**I. Parties Involved** **and Named Witness(es) Interviewed/Date Interviewed**

[Complainant, Accused, Witnesses, Investigator, Job Title, Business-Personal (if applicable) Relationship to Complainant & Date Interviewed]

1. John Smith – Complainant, Job Title, Relationship, Interviewed on DATE
2. Jane Doe – Accused, Job Title, Relationship, Interviewed on DATE
3. Sally Smith – Witness(s), Job Title, Relationship, Interviewed on DATE
4. John Doe – Investigator, Job Title, Relationship, Interviewed on DATE

**II. Documents Reviewed**

The following documents were reviewed in relation to the complaint:

1. Name of Document, date, author – title
2. Name of Document, date, author – title, etc.

**III. Key Factual Issues/Credible Findings**

1. History of Complaint – Accusation
2. Previous relevant issues, performance issues, previous complaints by current complainant, all previous accusations against accused, reports, etc.

**IV. Company Policies/Guidelines**

[Be specific regarding how they are applicable to the investigation/incident/complaint/accusation. Copy exact text from company policies/guidelines as relevant to conclusions.]

1. Sexual Harassment Policy
2. Anti-Harassment Policy
3. EEOC Policy, etc.

**V. List Any Issues That Could Not Be Resolved And Why**

[Example: Unable to determine if incident occurred, there were no witnesses to reported incident. Contradictory statements, lack of credibility (be specific), other factors leading to an inability to make a determination regarding what part or parts of the incident, complainant, accusation, etc. could not be substantiated.]

**VI. Conclusion**

[Remember to keep it factual. Identify what evidence; interview statements, eyewitnesses, reports, and/or documentation support the conclusion?]

**VII. Formal Response of Organization**

[Employee Corrective Action Plan, written warning, suspension, termination, training, policy clarification, conflict management, etc.]

1. Employee Action - Accused
2. Employer Action

**VIII. Signatures**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Investigator Name and Title Date**