**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reporting Employee’s Name and Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Investigator(s), Job Title: \_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time Started:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time Completed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Introduction – provide the individual:**

* Thank the employee for their time and cooperation.
* Have them sign the confidentiality agreement.
* Review (in general) the nature of what is being investigated. Be specific regarding how the employee complaint came to the company’s attention. Review the procedure for investigation, their specific type of complaint(s), and that the purpose of today’s interview is to gather all the information the employee can provide the company regarding the issue reported.
* Provide full disclosure regarding your role as an investigator, including interviewing both parties - the complainant and the accused, and any named witnesses.
* Verify if there is any reason the employee objects to you conducting the investigation. If they have an objection, ask them to put in writing exactly why they object and whom they believe would be appropriate to conduct the investigation.
* Confirm you will be issuing a report and to whom. [This is usually dictated by a company specific procedure and/or policy.]
* Inform the employee that names of witnesses will be provided in the report, but the specific information provided by the individuals will not be disclosed by name in the report.
* Verify if there is any reason(s) why at this time they cannot either participate in the interview, understand your questions, and/or provide you with responses.

Notate their confirmation here:

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* Inform them that the purpose of the interview is to find out what information the individual can provide regarding the complaint.
* Assure the employee that the company takes the matter under investigation seriously, and that the company is committed to investigating their claim.
* Remind them that all information provided will be held as confidentially “as possible” with need-to-know only, but will be documented as needed to complete the investigation.
* Make it clear that any attempt to influence the outcome of the investigation through discussing it with others, retaliation, providing false information, or withholding relevant information is not acceptable in this environment.
* Inform the employee that no conclusion will be made until all of the pertinent evidence has been gathered and analyzed.
* Confirm the employee understands this explanation and agrees to participate in the interview. Notate their confirmation here:

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**Employee Information**

**Name of Employee Reporting Inappropriate Behavior:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee's Job Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of the Complainant’s Relationship - Business and/or Personal, with the Accused**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Incident Information:**

Review each and every incident the reporting employee reported during the interview and/or that you have records of. Use as many sheets as you need to record each incident.

**Date/Time of Incident(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location of Incident(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Incident(s):**

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted.

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**Clarification Questions:**

1. Were you previously aware of this accusation or incident?
2. What exactly happened?
3. What was your reaction?
4. Did the employee ever indicate to you that they were offended or somehow displeased by the incident or offensive treatment?
5. Did the employee ever indicate to you that they felt the alleged behavior was inappropriate?
6. When did the incident first occur? Is it ongoing?
7. Where did the incident occur?
8. Witnesses to Incident. Who else may have witnessed or overheard the incident?

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1. In your opinion, was this incident in violation of a company policy?

Yes     No

* 1. If yes, specify which policy and how the incident violated it.

1. When did you first learn of the company’s Anti-Harassment, Discrimination, EEO Policy or applicable policy? (If not, provide a written copy of the policy and note below).
2. Were you ever told by any other employee, individual in management or HR that the reporting employee was offended or somehow displeased by the incident, or any other inappropriate behavior?
3. Have you discussed the incident with anyone?
4. How has the accusation affected you and your job?
5. Is there anyone else who may have relevant information?
6. Do you have any other relevant information?
7. What action do you think either you or the company should take?

**Thank the employee for their time and reconfirm this is a confidential process and that the employee should not make any attempts to discuss this situation with others, or retaliate against anyone who participates.**