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

**Witness’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.
* Provide full disclosure regarding your role as an investigator, including interviewing both parties - the complainant and the accused, and any named witnesses.
* 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 witness 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) at this time why they cannot participate in the interview, understand your questions, and/or provide you with responses.

Notate their confirmation here:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Review in general the nature of what is being investigated. (**Do not go into detail.** Use generic information such as “complaint regarding another employee”)
* Inform them that the purpose of the interview is to find out what information the individual can provide regarding information reported, as they were named a witness to “name the party.”
* Inform the witness that the matter under investigation is serious, and the company is committed to investigating this 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 witness that no conclusion will be made until all of the facts have been gathered and analyzed.
* Confirm the employee understands this explanation and agrees to participate in the interview. Notate their confirmation here:

**Employee Information**

**Name of Employee claiming incident**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**Employee's Job Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General (not specific) Incident Information**

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

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

**Clarification Questions:** (use as many pages as needed to address each separate occurrence reported if applicable)

1. Did you see/overhear the incident(s)?
   1. If yes, did you see who committed the alleged reported behavior?
2. What exactly happened?
3. What was your reaction?
4. Were you offended or somehow displeased by the act or offensive treatment to the individual by the employee with the alleged reported behavior?
5. When did the incident first occur? Is it ongoing?
6. Where did the incident occur?
7. In your opinion, was this incident in violation of a company policy?
   1. Yes     No
   2. If yes, specify which policy and how the incident violated it.
8. Did the individual who was impacted ever indicate to you that they were offended or somehow displeased by the incident or offensive treatment or state they felt the alleged behavior was inappropriate?
9. Have you discussed the incident with anyone?
10. Has the behavior affected you and your job? If so, how?
11. Witnesses to Incident, Who else may have seen or heard the incident? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Is there anyone else who may have relevant information?
13. Do you have any other relevant information?

**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 other employees, or retaliate against anyone who participates.**