

## Harassment Investigation

*This template can be used to guide you when investigating workplace harassment incidents or complaints. The person conducting the investigation must not have been involved in the incident or complaint and must not be under the respondent's direct control.*

*You may need to modify the template to address your workplace's needs.*

<b>Company</b>	
<b>Workplace Address</b>	
<b>Phone</b>	<b>Email</b>

<b>Name and title of investigator:</b>
<b>Date of investigation:</b>

### Background Information

**Name of person who reported the workplace harassment**

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**If not the same person as above, name of the person(s) who allegedly experienced workplace harassment and their position(s)/department(s)**


**Date of complaint/concern and how reported**

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**Name of respondent and position/department**

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### Tips

#### Conducting the Investigation

- Take detailed notes
- Obtain/complete a harassment complaint form from the person reporting the harassment (complainant).
- Interview the complainant and the respondent.
- List any possible witnesses from both parties (complainant and respondent).
- Interview relevant witnesses on what they have observed or are aware of.
- Review all documents from the complainant, respondent, witnesses and employer. Determine if there are other records you need.
- Keep the investigation confidential. Instruct all that are involved not to talk to others about the investigation.

#### Investigation Report and Result

Document your investigation and findings by providing the following:

- Employee concerns and complaint (attach more pages if necessary):
  - Date of first incident
  - Date of last incident
  - Date of other incident(s)
- Response from respondent(s) (attach more pages if necessary)
- List witnesses and summary of evidence gathered from them in statements (attach more pages if necessary)
- List documents collected and from whom they were obtained (attach more pages if necessary)
- Provide a summary of what was considered to determine if workplace harassment occurred and your findings.
- Recommended next steps
- Submit the full report to Human Resources and inform the complainant and respondent of the date the report was sent.