Investigation Report Template

You can find the Investigation Report Template at **legalinfo.org** under our *Workplace Sexual Harassment* section.

TEMPLATE FOR CONDUCTING AN INVESTIGATION

FILE NO.:	
DATE OF COMPLAINT:	
DATE OF REPORT:	
POLICY(IES) CONSIDERED:	
COMPLETED BY:	
SUBMITTED TO:	
PRIVILEGED AND CONFIDENTIAL, [DATE]	
BACKGROUND Provide information on the nature of the complaint, including who the complainant(s) and respondent(s) are, the date the incident was alleged to have occurred, and any other relevant information that provides context for the complaint.	
POLICY Reference the nature of the complaint under the Sexual Harassment Prevention Policy, for example, "this is a complaint of sexual harassment, which is defined in the policy as…(copy definition)."	

REVIEW OF ALLEGATIONS AND EVIDENCE

Summary of Allegation(s)

- Describe the allegation(s)

SUMMARY OF EVIDENCE

Complainant

- Review in point form the evidence provided by the complainant

Respondent

- Review in point form the evidence provided by the respondent

FINDINGS AND ANALYSIS

The findings are based on a balance of probabilities, which simply means the event is more likely than not to have occurred. The findings should be based on all of the evidence gathered as well as the credibility of each person.

RECOMMENDATIONS

Provide recommended remedy or discipline based on the findings.

CLEAR FORM