

# Employee Misconduct Investigation Report

Date of Report:

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Reported By (Name/Position):

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Employee Under Investigation (Name/Position):

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Department:

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Allegation Summary:

Brief description of the alleged misconduct.

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Investigation Details:

1. Date(s) of Investigation: \_\_\_\_\_

2. Investigating Officer(s): \_\_\_\_\_

3. Methodology:

Interviews conducted, documentation reviewed, etc.

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Findings:

Factual findings revealed during the investigation.

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Conclusion:

Investigative conclusion based on findings (substantiated/unsubstantiated/other).

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Recommended Action(s):

Disciplinary or corrective actions, if any.

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Signatures:

Investigating Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Manager/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Important Notes:

- This report is confidential and should be shared only with authorized personnel.
- Ensure all findings are based on documented evidence and fair investigation practices.
- Maintain objectivity and avoid assumptions or personal opinions.
- All parties involved should be given a fair opportunity to present their account.
- Securely store the completed report in accordance with company policy.

