

Workplace Harassment Investigation Document

1. Case Information

Case Number: _____

Date Opened: _____

Date Closed: _____

2. Parties Involved

Complainant: _____

Respondent: _____

Other Relevant Individuals:

- _____
- _____

3. Nature of Complaint

Summary:

Date(s) of Incident(s): _____

Location(s): _____

4. Investigation Process

Investigator: _____

Investigation Start Date: _____

Investigation End Date: _____

Methods Used:

- Interviews (list names/dates): _____
- Document Review
- Other (specify): _____

5. Findings

6. Conclusion

Summary of Conclusions:

7. Recommendations (if any)

- _____
- _____
- _____

8. Signatures

Investigator's Name & Signature:

Date: _____

Supervisor/HR Name & Signature:

Date: _____

Important Notes:

- This document is confidential and should be handled as such at all times.
- All findings must be based on evidence and thorough investigation.
- Complainant and respondent must be informed of the outcome.
- Retaliation against any participant in the investigation is strictly prohibited.
- Follow organization policies and relevant legal requirements for documentation and resolution.