

HARASSMENT INVESTIGATION FORM

II. Complaint Information

- Date complaint was received:
- Name of complainant:
- Position/title of complainant:
- Name of respondent:
- Position/title of respondent:
- Date of incident(s) of harassment:
- Location of incident(s) of harassment:
- Description of incident(s) of harassment:

II. Investigation Process

- Investigator(s) assigned:
- Date investigation began:
- Date investigation concluded:

III. Complainant Interview

- Date and time of interview:
- Location of interview:
- Interviewer(s):
- Description of interview:

IV. Witness Interviews

- Name(s) of witness(es):
- Date(s) and time(s) of interview(s):
- Location(s) of interview(s):
- Interviewer(s):
- Description of interview(s):

V. Review of Evidence

- Type of evidence reviewed:

- Date of review:
- Description of evidence reviewed:

VI. Analysis of Information

- Summary of information gathered:
- Review of relevant policies, laws, and regulations:
- Analysis of the context of the alleged harassment:
- Determination of whether harassment occurred:

VII. Findings

- Summary of findings:
- Description of any actions that should be taken:

VIII. Recommendations

- Summary of recommendations:
- Actions to prevent future incidents of harassment:
- Actions to support the parties involved:

IX. Follow-up

- Date of follow-up:
- Summary of follow-up:
- Description of any support provided:

XI. Conclusion

Signature of investigator(s):

Date of signature: