
MODEL FORMAT FOR INVESTIGATION REPORT

Name of Complainant(s):
Name of Accused(s):
Division or Facility:
Date of Incident(s):
Date of First Report:
Date(s) Investigation Conducted:
List of Witnesses Interviewed:
Summary of Complaint: [Summarize the complainant's allegations here.]
Summary of Reply: [Summarize the accused(s)' response to the allegations here.]
Summary of Key Witnesses: [Summarize the interviews of key witnesses, with or without names redacted]

<p>Findings of Fact: [Make detailed findings of fact regarding the key elements of the complaint and the defense. Justify findings with evidentiary support. Resolve credibility disputes and explain the basis for the findings. Specifically address key evidence that does not support findings and why it was discounted or discredited.]</p>
<p>Conclusion: [Explain conclusion as to whether or not complaint has been substantiated and whether a violation of the company’s harassment policy occurred. Do not reach legal conclusion as to whether “sexual harassment or racial harassment” has taken place because this finding could be used against the company in a subsequent action.]</p>
<p>Remedial Action Taken: [May belong in separate document if investigator not determining remedial action. Indicate whether remedial action was taken and what the action was. Explain <i>why</i> the action was taken, if it is not obvious. Include within the explanation of the remedial action taken any re-affirmation of the policy or training of the workforce.]</p>

Name of Investigator:
Signature of Investigator:
Date of Report: