**HARASSMENT INVESTIGATION TEMPLATE**

**This template may be used for guidance in investigating workplace harassment incidents or complaints.** It may not be appropriate for complex workplace harassment investigations. The person conducting the investigation must not have been involved in the incident or complaint of workplace harassment and must not be under the direct control of the alleged harasser(s).

Name of investigator(s):

Date of investigation (dd/mm/yyyy):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. Background Information:** Who are the people involved? Are they workers as defined by the *Acts*? Who reported and when? Attach more pages if necessary

1. Name of person who reported workplace harassment:

2. If not the same person as above, name of person who allegedly experienced workplace harassment:

3. Date complaint/concern raised and how:

4. Name of worker(s) (reporting or possibly exposed to workplace harassment):

Position/Department:

5. Name of alleged harasser(s)

 Position/ Department: If not a worker – provide details:

**B. Investigation Plan:** Plan and conduct the investigation (Attach more pages if necessary):

1. Obtain the worker(s) concerns of harassment in writing, if possible. Assistance should be provided in completing the form where necessary.
2. An investigator needs to interview the complainant and the alleged harasser(s) (if a worker of the employer). If the alleged harasser(s) is not a worker of the employer, the investigator should make reasonable efforts to interview them.
3. Make a list of possible relevant witnesses. The complainant and the alleged harasser(s) should be asked for names of any relevant witnesses.
4. Interview relevant witnesses. Ask specific questions about what they have observed, are aware of or have personally experienced. If the witnesses are not workers of the employer, the investigator should make reasonable efforts to interview those witnesses.
5. Collect and review relevant documents from the worker, alleged harasser(s), witnesses and the employer.
6. Take detailed notes.
7. Keep the investigation confidential. Instruct the complainant, the alleged harasser(s) and witnesses not to talk to others about the investigation unless it is necessary, for instance, to obtain advice or counselling.

**C. Investigator Notes**

(When did the incident(s) occur? Confirm date of first incident and any subsequent behaviours or conduct.) Note that recalling events of harassment can be stressful for the complainant. Attach more pages if necessary.

Date of first incident:

Date of last incident:

Date of other incident(s):

**D. Alleged Harasser(s) Response:**

The alleged harasser(s) will likely need details of the allegation of harassment to be able to respond. Attach more pages if necessary

**E. Interview Relevant Witnesses**

List witnesses. Interview relevant witnesses and make notes. Attach more pages if necessary.

**F. Collected documentation**

List the documents collected for the investigation and how or from whom they were obtained. Attach more pages if necessary.

**G. Investigation Result(s)**

The investigator’s summary report should set out who was interviewed, what evidence was obtained and an analysis of the evidence to determine whether workplace harassment occurred. Attach more pages if necessary.

**Summary of key evidence:**

**Recommended Next Steps:**

Immediate Corrective Actions:

Short Term Corrective Actions:

Long Term Corrective Actions:

**Investigator(s) Signature(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Report provided to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date (dd/mm/yyyy):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**