**Employee Complaint Investigation Report**

*This template report format is for guidance purposes only and may be changed to reflect the individual circumstances/needs of a case.*

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| **Department:** | |
| **Allegation/Issue** |  |
| **Type of Investigation e.g.**  **Disciplinary/Grievance etc** |  |
| **Name/Post of employee(s) subject to investigation** |  |
| **Name of complainant**  **(if appropriate)** |  |
| **Investigator (s)** |  |
| **HR Support Link** |  |

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| **Background** | |
| This may cover:   * How did the issue come to light? * Have any other actions been taken prior to the investigation? | |
| **Remit Of The Investigation** | |
| This may cover:   * What specific allegations/concerns (by bullet points) were investigated? | |
| **Investigation Process** | |
| This may cover:   * A brief description of method(s) used to gather information * A record of what interviews/statements were undertaken and documents reviewed | |
| **Witnesses** | |
| * List of witnesses interviewed | |
| **Findings** | |
| This should cover:   * A summary of findings and observations for each specific allegation/issue of concern investigated, cross-referencing any documentation where needed | |
| **Conclusions** | |
| This may cover:   * For each concern/allegation investigated an overall opinion based ‘on the balance of probabilities’ on whether there is evidence to support allegations made * Recommendations on whether further actions under the relevant employment procedure should be taken | |
| **Appendices** | |
| * These should be attached and may include witness statements, investigatory interview notes, chronology of events etc. | |
| **Signed by Investigating Officer** |  |
| **Date** |  |