**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?
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| **Remit Of The Investigation** |
| This may cover:* What specific allegations/concerns (by bullet points) were investigated?
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| **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
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| **Witnesses** |
| * List of witnesses interviewed
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| **Findings** |
| This should cover:* A summary of findings and observations for each specific allegation/issue of concern investigated, cross-referencing any documentation where needed
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| **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
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| **Appendices** |
| * These should be attached and may include witness statements, investigatory interview notes, chronology of events etc.
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| **Signed by Investigating Officer** |  |
| **Date** |  |