**INVESTIGATION REPORT**

In Response to Incident Under the [COMPANY NAME]’s Non-Harassment/Equal Employment Opportunity [or Other] Policy

DATE:

REPORT PREPARED BY (Name and Title):

COMPLAINANT (Name and Title):

ACCUSED (Name and Title):

DATE OF COMPLAINT:

DATE INVESTIGATION INITIATED:

DESCRIPTION OF THE ALLEGATION (Include names, location of incidents, times, dates. Attach Complainant Interview form):

SUMMARY OF THE INVESTIGATION CONDUCTED (List people interviewed and summarize the results. Refer to applicable employer policy (or policies). Attach all other interview forms.):

CONCLUSIONS OF THE INVESTIGATION (State conclusions and rationale; describe how and why factual discrepancies were resolved):

RECOMMENDED ACTIONS FOR EMPLOYER TO TAKE:

ACTUAL ACTIONS TAKEN BY EMPLOYER:

DATE COMPLAINANT WAS NOTIFIED OF RELEVANT ACTIONS:

DATE ACCUSED WAS NOTIFIED OF RELEVANT ACTIONS:

OTHER POST-INVESTIGATION FOLLOW-UP CONVERSATION(S) (Include dates, names, and topics of discussion. Attach relevant meeting notes.):

DATE INVESTIGATION WAS CLOSED:

SUMMARY STATEMENT: