**Accused Interview Form**

Name of Accused:

Name of Investigator:

**Interview Of Accused:**

Ground Rules

1. Interviewee is expected to provide complete and truthful information.
2. Confidentiality –
	1. Make clear to the accused that the employer cannot guarantee complete confidentiality, since it cannot conduct an effective investigation without revealing certain information to the complainant and potential witnesses. However, pertinent information will be shared only on a need-to-know basis.
	2. Advise accused to direct any further questions, comments or concerns to the investigator.

(*Employees should be instructed that while they have a right to express and discuss concerns about work, some information should not be discussed as it would interfere with the investigation or feel retaliatory. If the person has questions about what they may/may not share to contact the investigator*.)

1. Advise accused of harassment, non-discrimination and anti-retaliation policies.

Date of initial interview:

Sample Questions:

* Today we are looking into claims of XYZ within the workplace. What do you know about that topic?
* Have you ever witnessed anyone commit the alleged inappropriate behavior?
* Have you yourself ever committed the alleged inappropriate behavior?
* (If the accused claims that the allegations are false) Why might the complainant lie?
* Where were you at the time the alleged incident(s) occurred?
	+ Who witnessed your presence?
* Are you aware of any other incidents involving the complainant(s)?
	+ If so, who?
	+ What?
	+ Where?
	+ When?
* Are you aware of any other complaints by the complainant(s)?
* Are there any persons who have relevant information?
* Are there any notes, physical evidence, or other documentation regarding the incident(s)?
* Do you know of any other relevant information?

Accused Signature/Acknowledgement: