**Complainant Interview Form**

Name of Complainant:

Date of complaint:

Describe how the company became aware of the complaint:

Nature of complaint:

Name of Investigator:

**Interview Of Complainant:**

Ground Rules

1. Interviewee is expected to provide complete and truthful information.
2. Confidentiality –
	1. Make clear to the complainant that the employer will protect the confidentiality of allegations to the extent possible. An employer cannot guarantee complete confidentiality, since it cannot conduct an effective investigation without revealing certain information to the accused and potential witnesses. However, information about the allegation will be shared only on a need-to-know basis.
	2. Advise complainant 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 complainant of harassment, non-discrimination and anti-retaliation policies.

Date of initial interview:

(*The initial interview with the complainant should be done ideally within 24 hours after becoming aware of the complaint*.)

Details of complaint:

Sample Questions:

* Who, what, when, where, and how:
	+ Who committed the alleged act?
	+ What exactly occurred or was said?
	+ When did it occur?
		- Is it still ongoing?
	+ Where did it occur?
	+ How often did it occur?
	+ How did it affect you?
* How did you react?
	+ What response did you make when the incident(s) occurred or afterwards?
	+ Did you ever indicate that you were offended or somehow displeased by the act or offensive treatment?
		- If so, when and how?
		- What occurred as a result?
* How did the harassment affect you?
	+ Has your job been affected in any way?
* Are there any people who have relevant information?
	+ Was anyone present when the alleged act occurred?
	+ Did you tell anyone about it?
		- If so, who? When and how? What was said?
		- What occurred as a result?
	+ Did anyone see you immediately after episodes of the alleged act(s)?
* Did the person who harassed you harass anyone else?
	+ Do you know whether anyone complained about harassment by that person?
* Are there any notes, physical evidence, or other documentation regarding the incident(s)?
* How would you like to see the situation resolved? (*Make clear this is not guaranteed action.*)
* Do you know of any other relevant information?

Complainant Signature/Acknowledgement: