INVESTIGATION OF COMPLAINT BY ???

FINDINGS OF FACT, CONCLUSIONS AND RECOMMENDATIONS

I. SCOPE OF INVESTIGATION

This is an investigation of a complaint by Accuser alleging Accused violated ….

II. SUMMARY OF THE ALLEGATIONS

(Accuser) specifically alleges that Accused did…

III. WITNESSES INTERVIEWED

IV. DOCUMENTS AND MATERIALS REVIEWED

V. FINDINGS OF FACT

Identify the parties

Identify relevant policies

Describe the work environment

Address each allegation and how you find it happened

Determine any wrongdoing

Identify any inconsistencies in testimony and identify who is credible

VI. CONCLUSIONS

Was there a violation of the employer's policies and procedures?

VII. RECOMMENDATIONS

Determine if discipline is warranted.

Always recommend training there is evidence of discrimination or unlawful harassment.