**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: |
| Describe the work environment: |
| Address each allegation and how you find it happened: |
| Determine any wrongdoings: |
| Identify any inconsistencies in testimony and identify who is more credible: |
| VI. | **CONCLUSIONS**: |
|  | Determine if a protected class is involved; if not, no hostile work environment: |
| If yes, was the behavior severe and pervasive? |
| Was there a violation of the employer’s policies and procedures? |
| VII. | **RECOMMENDATIONS**: |
|  | Determine if discipline is warranted: |
| Always recommend training if there is evidence of discrimination or unlawful harassment. |