**Sample Harassment and Bullying Formal Investigation Report**

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| **BACKGROUND** | | |
| Date of Investigation: | Date of Report: | |
| Date(s) when the incident(s) occurred: | Where the incident(s) occurred: | |
| Investigation requested or initiated by: | Investigation lead: | |
| Emergency steps taken prior to the investigation, if any: | Relevant policies, laws or other guiding documents (if known): | |
| Description of allegation(s) or complaint(s): | | |
| **INFORMATION SOURCES** | | |
| Person interviewed : | Title:  Role in the incident: | |
| Person interviewed: | Title:  Role in the incident: | |
| Person interviewed: | Title:  Role in the incident: | |
| Documents reviewed (if applicable). Include name of document and the information relevant to the incident: | | |
| **INVESTIGATION** | | |
| Attach all interviews to this investigation report. | | |
| **ANALYSIS AND FINDINGS** | | |
| **Direct Cause Checklist** | | |
| Inappropriate workplace behaviour  Under the influence of alcohol or drugs  Other – Please describe: | | |
| **Direct Cause Analysis** | | |
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| **Indirect Cause Checklist** | | |
| Personal issues  Inter-cultural differences  Mental/psychological stress | | Inadequate leadership and/or supervision  Lack of job satisfaction  Other – Please describe: |
| **Indirect Cause Analysis** | | |
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| **Root Cause Checklist** | | | |
| Perceived work overload  Inadequate communication  Inadequate policies and/or procedures  Inadequate equipment/materials  Lack of control over work | | Inadequate support  Ineffective conflict management  Organizational change  Other – Please describe: | |
| **Root Cause Analysis** | | | |
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| **Corrective/Supportive Action Checklist** | | | |
| Corrective Actions for the Offender:  Apology  Warning  Education and training  Referral to an Employee and Family Assistance Program  Reassignment or relocation  Limiting access to certain areas of the organization  Report to professional body  Discipline  Discharge  Filing a complaint or criminal charges  Other – Please state: | Corrective Actions for the Organization:  Education and training (i.e. safety leadership training conflict resolution, etc.)  Management commitment and administration (i.e. policies, procedures, etc.)  Enforcement and follow-up  Personal or group communications  Accessing external resources (i.e. EAP)  Other – Please state: | | Supportive Actions for the Target:  Refer to EAP  Education and training  Refer to external resources  Debrief session  Ongoing follow-up  Other – Please state: |

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| **Corrective/Supportive Action Plan**  (corrective and supportive actions for staff should be done in consultation with affected staff member) | | | |
| Actions | By Whom | Target Date | Action Complete |
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| Report filed by: | Signature: | | |
| Reviewed by: | Date: | | |