**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: |