

INVESTIGATION REPORT

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Findings of Fact: [Make detailed findings of fact regarding the key elements of the complaint. Note where evidence is corroborated by independent witness(es). Make credibility judgments and support them with evidence. Specifically address key evidence that does not support findings and why it was discounted or discredited.]

Conclusion: [Explain whether or not complaint has been substantiated and whether a violation of the company's harassment policy occurred.]

Remedial Action Recommended: [Make recommendations as to what remedial action you believe should be taken.]

Name of Investigator:

Signature of Investigator:

Date of Report: