

## Confidential Investigation Report

*This template report format is for guidance purposes only and may be changed to reflect the individual circumstances/needs of a case.*

<b>Department:</b>	
<b>Allegation/Issue</b>	
<b>Type of Investigation e.g. Disciplinary/Grievance etc</b>	
<b>Name/Post of employee(s) subject to investigation</b>	
<b>Name of complainant (if appropriate)</b>	
<b>Investigator (s)</b>	
<b>HR Support Link</b>	

### **Background**

This may cover:

- How did the issue come to light?
- Have any other actions been taken prior to the investigation?

### **Remit Of The Investigation**

This may cover:

- What specific allegations/concerns (by bullet points) were investigated?

### **Investigation Process**

This may cover:

- A brief description of method(s) used to gather information
- A record of what interviews/statements were undertaken and documents reviewed

### **Witnesses**