

Investigation Report

(front page)

OFFICIAL SENSITIVE

Investigation Report

Complaint by (name of aggrieved employee)

Date:

Investigation into complaint made by (name of aggrieved employee)

1 Introduction

This report is based on my interviews with the complainant (*name of aggrieved employee*) regarding (*name/s of the subject/s of the complaint or the subject of the complaint*).

2 Terms of Reference

- 2.1** I was appointed as investigator to explore the allegations detailed in (*name of aggrieved employee*) grievance letter (*date*) (attached at Appendix 1 of this report).
- 2.2** It was agreed with (*name of Decision Manager*) that I would provide this report based on my interviews with (*names*) and the examination of any relevant files and correspondence.

3 Methodology

This report is based on (*list the actions undertaken*) e.g.

- Interview/s with (*names*) on (*dates*)
- Description of any documents examined

4 Chronology of Events

- 4.1** A chronology of events is set out in section of this report

5 Allegations made by (*the aggrieved employee*)

The allegations of (*name*) are those set out in detail in his/her grievance letter (*date*) (appendix 2). The note of my interview with him/her was signed by him/her as an accurate record of that meeting (appendix 2).

6 Detail of the allegations

6.1 (*summarise the allegations made by the aggrieved employee*). Take each allegation in turn and explore in detail the evidence, dates and feelings. Try to use quotes where appropriate.

7 The Respondent's evidence

7.1 (*respondent's name*) response to the allegations is set out in the transcripts of my interviews/s with him/her on (*date*) (appendix 4).

8 Witnesses

8.1 (*name of the aggrieved employee*) and (*name of the respondent*) provided names of people whom they feel corroborate their version of events regarding the allegations. These people were interviewed as part of the investigation.

This section of the report takes each witness in turn and goes into the details of what each one saw or heard, in relation to the allegations. Remember you are looking for facts, not opinions.

8.2 Witness 1

I interviewed on (date). The interview notes are attached at appendix XX....

8.3 Witness 2

I interviewed on (date). The interview notes are attached at appendix YY....

9 Summary of findings from the Investigation

Go through the allegation/s and outline whether you have found evidence to support the allegation/s and what that evidence is. If you have been unable to find evidence for example if there were no witnesses, the term 'I have been unable to substantiate this allegation'

is often used. It does not mean the allegation is untrue necessarily, just that you have not found evidence to support it.

This section of the report summarises your conclusions in order

Appendices