

Confidential Investigation Report

| CONFIDENTIAL INVESTIGATION REPORT- Department of <NAME> | |
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| Allegation/Issue | |
| Name/Designation of employee subject to investigation (if appropriate) | <Name, Job title> |
| Name of complainant (if appropriate) | |
| Investigator(s) | <Name 1, Job title, Department>, <Name 2, Job title, Department (if appropriate)> |
| HR Support/Link | <Name, Job title, contact number> |

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| Background |
| <p>Identify how the situation came to light (based on the factual information provided by the instigating manager); what actions have already been taken prior to the investigation commencing; what communications have taken place.</p> <p>Provide brief details of the 'subject' of the investigation, their employment history, current role and how long held etc.</p> <p>Note if employee suspended and when, whether redeployed for duration of investigation or if there are any specific changes in place to allow the investigation to take place i.e. line management responsibility removed, budget responsibility suspended, taken off usual duties but still within department etc.</p> |
| Executive Summary (Optional - delete if appropriate) |
| <p>This may be suitable for complex investigations and should provide a brief summary of the main findings/conclusions.</p> |
| Remit of Investigation |
| <p>Define remit of investigation, i.e. what allegations/concerns were identified as in need of investigation (provide concise bullet points list of all allegations, that will be expanded upon in "Findings" section).</p> |