WORKPLACE HARASSMENT OR DISCRIMINATION INVESTIGATION FORM

This workplace harassment investigation form follows the guidelines and suggestions from the *Ontario Human Rights Commission*. Please use it to gather any and all related information that is available to you within your investigation. Do not hesitate to include any other information you feel is relevant.

INVESTIGATOR DETAILS

Name of Person Completing the Investigation:

Date of investigation:

Qualifications or Position of Investigator:

COMPLAINT DETAILS

**Name of person raising the concern/issue (complainant):**

Department or branch:

Position at the organization:

Date concerns raised:

Is this person raising the concern for themself or someone else?

How was the concern raised (in person, by phone, by email, anonymously etc.)?

**Name of potential respondent or respondents (the person/persons accused of doing the harassing):**

Department or branch:

Position:

**Summary of concerns:**

Add a summary (include as much detail as is possible or as is relevant).

**Dates of specific incidents:**

Note: Incidents do not have to have taken place recently to be included. Past evidence may be considered.

Date of first incident:

Date of last incident:

Date of other incidents (add as many as needed):

Frequency of concerns:

INVESTIGATION DETAILS

Remember: “Before interviewing witnesses or reviewing documents, an investigator needs to plan each step and understand what evidence would show discrimination/harassment. Rather than asking witnesses if they think harassment/discrimination exists, witnesses should be asked specific questions about what they have observed, are aware of or have personally experienced” (Information directly from the *Ontario Human Rights Code*).

**When completing your investigation, take detailed notes about the following:**

**Are there any witnesses to this complaint/issue?**

**☐ Yes ☐ No**

**If yes:**

**Witness #1**

Did you perform an interview? ☐ Yes ☐ No

Date of Interview?

If not an interview, how did you obtain information from the witness?

* What was their role in the incident being investigated?
* What did they observe? Can they describe it?
* How did they react?
* Is this the only incident they have witnessed or have there been others?

**Witness #2**

Did you perform an interview? ☐ Yes ☐ No

Date of Interview?

If not an interview, how did you obtain information from the witness?

* What was their role in the incident being investigated?
* What did they observe? Can they describe it?
* How did they react?
* Is this the only incident they have witnessed or have there been others?

[Add more if required]

**Is there any additional evidence?**

**☐ Yes ☐ No**

**Evidence Type #1 (Example: email, voicemail)**

What type of evidence is it?

Summary of the evidence?

Do you have a copy on file? ☐ Yes ☐ No

[Add more if required]

**Evidence Type #2 (Example: email, voicemail)**

What type of evidence is it?

Summary of the evidence?

Do you have a copy on file? ☐ Yes ☐ No

[Add more if required]

REPORT SUMMARY/CONCLUSIONS BY INVESTIGATOR

**Summary of Key Evidence from the investigation:**

Insert summary of evidence.

**What Actions are Recommended?**

Insert recommendations.

**What Actions Have Been Taken?**

Insert the actions that have been taken and when they were taken.

**Next Steps (If Applicable)**

Add in any further steps that the investigator believes are needed. Does an external investigator need to be brought in? Do you need to make changes to your policies? Etc.

| **Recommended Next Steps?** | **Who is Responsible?** | **By What Date?**  |
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