

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.

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

Background
This may cover: <ul style="list-style-type: none">• How did the issue come to light?• Have any other actions been taken prior to the investigation?
Remit Of The Investigation
This may cover: <ul style="list-style-type: none">• What specific allegations/concerns (by bullet points) were investigated?
Investigation Process
This may cover: <ul style="list-style-type: none">• A brief description of method(s) used to gather information• A record of what interviews/statements were undertaken and documents reviewed
Witnesses
<ul style="list-style-type: none">• List of witnesses interviewed
Findings
This should cover: <ul style="list-style-type: none">• A summary of findings and observations for each specific allegation/issue of concern investigated, cross-referencing any documentation where needed
Conclusions
This may cover: <ul style="list-style-type: none">• For each concern/allegation investigated an overall opinion based 'on the balance of probabilities' on whether there is evidence to support allegations made• Recommendations on whether further actions under the relevant employment procedure should be taken

Appendices	
<ul style="list-style-type: none">• These should be attached and may include witness statements, investigatory interview notes, chronology of events etc.	
Signed by Investigating Officer	
Date	