

**The Water Rat Sailing Club
Harassment – Investigation Report Template/Overview**

Name of investigator:

Date of investigation:

A. Background Information

Who are the people involved? Who reported and when?

1. Name of person who reported harassment
2. If not the same person as above, name of person who allegedly experienced harassment
3. Date complaint/concern raised and how
4. Name of person(s) (complaining or possibly exposed to harassment):
5. Name of respondent(s) (alleged harasser):
If not a member or volunteer – provide details:

B. Investigation Plan

Plan and conduct the investigation:

1. Obtain the person(s) concerns of harassment in writing, if possible. Assistance should be provided in completing the form where necessary.
2. An investigator needs to interview the person who allegedly experienced harassment and the alleged harasser (if a member or volunteer). If the alleged harasser is not a member or volunteer of the club, the investigator should make reasonable efforts interview him or her.
3. Make a list of possible relevant witnesses. The person who allegedly experienced harassment and the alleged harasser should be asked for names of any relevant witnesses.
4. Interview relevant witnesses. Ask specific questions about what they have observed, are aware of or have personally experienced. If the witnesses are not members of the club, the investigator should make reasonable efforts to interview those witnesses.
5. Collect and review relevant documents from the person, alleged harasser, and witnesses.
6. Take detailed notes.
7. Keep the investigation confidential. Instruct the person who allegedly experienced harassment, the alleged harasser and witnesses not to talk to others about the investigation unless it is necessary, for instance, to obtain advice or counselling.

C. Person(s) Concerns / Harassment Allegations

When did the incident(s) occur? Confirm date of first incident and any subsequent behaviours or conduct. Note that recalling events of harassment can be stressful for the complainant.

Date of first incident:

Date of last incident:

Date of other incident(s):

D. Alleged Harasser(s) Response

The alleged harasser(s) will likely need details of the allegation of harassment to be able to respond.

E. Interview Relevant Witnesses

List witnesses. Interview relevant witnesses and make notes.

F. Collected documentation

List the documents collected for the investigation and how or from whom they were obtained.

G. Investigation Result(s)

The investigator's summary report should set out who was interviewed, what evidence was obtained and an analysis of the evidence to determine whether harassment occurred.

Summary of key evidence:

Recommended next steps:

Report provided to:

Approved by the Board of Directors Date: Tuesday, March 24, 2020