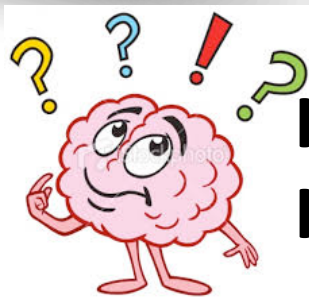


HR Investigation Process



Your Investigator Should:



1

Keep an Open Mind and Identify the Issue

Collect / Secure Evidence

3



2

Review HR Files of People Involved and Your Harassment Policy



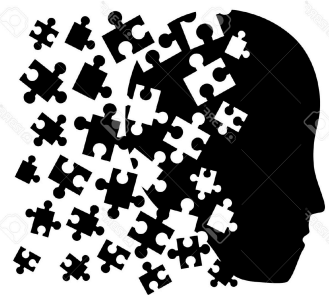
4

Identify Potential Witnesses



5

Maintain Detailed Files & Notes



6

Interview the Complainant and Alleged Offender



**Conduct Witness Interviews
Obtain Documents/Evidence
Identify Additional Witnesses**

7



Prepare Draft Report

8



9

Prepare Final Written Report

