



## Workplace Bullying: Investigation Plan

Name of Complainant:

Name of Respondent:

Name of Investigator:

Summary of the Complaint:

### Notification of Parties

	Communication Method	Date of Communication
Complainant		
Respondent		
Witness		
Witness		
Witness		

### Interview Schedule

	Location	Date and Time
Complainant		
Respondent		
Witness		

Witness		
Witness		

**Interview Schedule with (Complainant)/(Respondent)**

Date:

Investigator:

Scribe:

	Response	Findings/Comments
Allegations (based formal/informal complaint....)		
Allegation #1		
Allegation #2		
Allegation #3		
Allegation #4		
Allegation #5		
Other: Is there anything else you think I need to know which is relevant to the issue raised?  Are there names of witnesses you think relevant to the matter at hand whose names you want to put forth? If so, what incident or allegation do you think they have information about?  Is there documentation that you think relevant to the matter at hand and, if so, what is the documentation?		

**Findings of Fact:**

Upon review and analysis of the evidence, I make the following findings of fact:

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**Did the behavior constitute bullying?**

Based on my findings of fact, I find that the behavior did / did not constitute bullying for the following reasons:

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**Recommendations:**

I recommend the following:

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