

Bullying and Harassment Investigation Report

To be completed by the person investigating the bullying or harassment incident.

Employer information

Clinic name:

Clinic address:

Investigator information

Name:

Job position:

Type:

Internal

External

Investigation
start date:

Complainant information (victim of bullying or harassment)

Name:

Job position:

Contact
information:

Relationship to respondent:
(e.g., coworker, supervisor,
or supervised worker)

Respondent information (alleged perpetrator)

Name:

Job position:

Contact
information:

Relationship to complainant:
(e.g., coworker, supervisor, or
supervised worker)

Document review

List of all documentation reviewed (e.g., emails, notes, photographs, etc.)

Interviews**Interview 1**

Person interviewed: (name, position)			Interview date:	
Person Role:	Complainant	Respondent	Witness	
Situation description: (include dates, locations, words/actions, and observed impact)				

Interview 2

Person interviewed: (name, position)			Interview date:	
Person Role:	Complainant	Respondent	Witness	
Situation description: (include dates, locations, words/actions, and observed impact)				

Interview 3

Person interviewed: (name, position)			Interview date:	
Person Role:	Complainant	Respondent	Witness	
Situation description: (include dates, locations, words/actions, and observed impact)				

Interview 4

Person interviewed: (name, position)			Interview date:	
Person Role:	Complainant	Respondent	Witness	
Situation description: (include dates, locations, words/actions, and observed impact)				

CONTINUE

Investigation conclusion

Based on the investigation, did workplace bullying and harassment occur?

Yes

No

Reason(s) for
this conclusion:**Recommendations**

Corrective actions (e.g., mediation, training, policy review, disciplinary measures)

Support measures to the complainant (e.g., mental health support, counselling resources, change in work arrangement)

Sign-offInvestigator
signature:Investigation
end date:

Note: Both the complainant and respondent must be informed of the investigation outcome. All information related to the investigation is confidential and should only be shared with those directly involved. Records must be securely stored and retained according to organizational policy and privacy legislation.

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