

The following are guidelines for addressing employee concerns and conducting an HR investigation. Take all concerns seriously and conduct a thorough investigation.

1. Interview Employees:

Meet with all interested parties, including the complainant, accused and witnesses.

2. Collect Documentation

Gather all documents related to the event, including the employee interview, written statements, emails, photographs, corrective action forms, voice messages etc.

3. Review Findings

Review the investigation results.

4. Determine Action

Determine what action will be taken based on impact to the business (discipline, change in policies, etc.).

Interview Employees Steps

Set the tone and expectations of the meeting by advising the employee being interviewed that:

- The interview is part of a formal company **investigation** and is part of your company's commitment to providing a work environment free of unlawful harassment and discrimination.
- The interview and any complaints they file will be kept **confidential** and information will only be shared with members of the organization to assist in investigating the matter.
- The company is committed to prohibiting retaliation. Your participation in the complaint process is protected and will not affect their employment.
- Their responses will be recorded to help collect and recall the events through the investigation process.
- They will be asked a series of questions to focus the investigation on the facts of the events and to avoid speculation:

Q: What happened?

Q: Where and when did this take place?

Q: What did you personally witness?

Q: Who else was present?

Q: What was your response in the moment?

Q: What actions have you taken since the incident?
