

Investigations Toolkit

This Toolkit contains information, forms, factsheets and resources to assist you in conducting internal *Investigations*.

Regulations & Policies

- Complaint Procedures – Sample Policy
- Discrimination & Harassment – Sample Policy
- Harassment Investigation Guidelines

Posters, Forms & Fact Sheets

- Documents Checklist
- Formal Complaint
- Internal Investigation Checklist
- Interview Consent Form
- Investigation Log
- Investigation Report – Sample
- Questionnaire

Additional Guidance & Resources

- Anonymous Complaints
- Anonymous Employee Ethics Hotline
- All I Get is Complaints (Article)
- Avoiding Legal Pitfalls
- Documenting Fact Finding
- NLRB Employers Confidentiality Requirement
- Outside Investigator
- Scripting Employee Interviews