

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?

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