**INVESTIGATORY REPORT – MANAGING BULLYING AND HARASSMENT**

1. **EMPLOYEE DETAILS**

Name :

Job Title :

Service :

1. **STATEMENT OF COMPLAINT(S)**

Set out the complaint(s). This will be the complaint(s) the employee

will have to respond to at a disciplinary hearing should you consider

that there is a case to answer and disciplinary hearing is required.

1. **HOW THE INVESTIGATION WAS CONDUCTED**

This should provide a brief description of how the investigation was

carried out. E.g. interviewed employee, the accused, witnesses,

consulted any documents including code of practice etc.

1. **PROVISION OF STATEMENTS**

Under this heading, specify who provided statements, why and how

they were obtained. Attach copies identified as appendices.

Appendix A – name, job title, relevance to the investigation

Appendix B – name, job title, relevance to the investigation

Appendix C – name, job title, relevance to the investigation

1. **OTHER DOCUMENTARY EVIDENCE**

Specify any other documentary evidence that you referred to (for

example, notes of meetings, files).

Appendix D – detail of file

Appendix E – detail of file

1. **EMPLOYEE’S RESPONSE TO THE COMPLAINT(S)**
2. **OUTCOME OF INVESTIGATION**

State the finding in relation to each of the complaint/s referring to the

appropriate evidence and also state the conclusion and reason for

conclusion in relation to each complaint.

1. **DECISION**

Detail whether or not the complaint(s) should be taken forward under

the disciplinary procedure.

Delete as appropriate**:**

1. There is no case to answer and therefore there will be no further

action.

1. There is a case to answer but this was relatively minor in nature and/or

was due to a lack of understanding of the expected standards and/or

possible impact of behaviour on others. Therefore, the matter will be

passed to management for appropriate informal action.

1. There is a case to answer and this will be dealt with through referral to

the Council’s disciplinary policy.

1. **INVESTIGATING OFFICER’S DETAILS**

Name :

Job title :

Service :

Signed :

Date :