**EXECUTIVE SUMMARY – MANAGING BULLYING AND HARASSMENT**

1. **EMPLOYEE DETAILS**

Name :

Job Title :

Service :

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

Set out the complaint(s).

1. **EMPLOYEE’S RESPONSE TO THE COMPLAINT**

Summary of response in relation to each of the complaint/s

1. **OUTCOME OF INVESTIGATION**

Summary of finding(s) in relation to each of the complaint/s based on

employee’s response, witness statements and any other relevant

evidence.

Conclusion and reason for conclusion in relation to the complaint/s/ Is

there a case to answer? (It is important to demonstrate whether the

complainant has been believed about each complaint raised) .

1. **DECISION**

Delete as appropriate:

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

There is a case to answer and appropriate action will be taken to

address this.

1. **INVESTIGATING OFFICER’S DETAILS**

Name :

Job title :

Service :

Signed :

Date :