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Investigation form

This is an investigation form created for employees of Ace Community College for investigating workplace bullying and harassment complaints or incidents. Additional resources and an explanation of legal duties can be found at www.worksafebc.com/bullying/.

Name of complainant	
Name of respondent/alleged bully	
Date	Location
Name of investigator	

Person interviewed	Other people involved (e.g., alleged bully, witnesses)	Description of the situation (dates, words, actions, etc.) and impact (e.g., humiliated, intimidated)

Based on the investigation, did workplace bullying and harassment occur?
Yes No

Reason(s) for this conclusion