**Workplace Investigation Report Form**

**Purpose:**  
This form is used to document details, findings, and outcomes of a workplace investigation concerning any alleged misconduct, policy violation, or complaint.

**SECTION 1: GENERAL INFORMATION**

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| --- | --- | --- | --- |
| **Case ID / Reference No.** | INV-2025-014 | **Date of Report** | 10 October 2025 |
| **Investigator’s Name** | Sarah Ahmed | **Department** | Human Resources |
| **Contact Information** | sarah.ahmed@company.com | **Investigation Type** | Misconduct / Harassment / Policy Violation / Other |

**SECTION 2: INCIDENT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date & Time of Incident** | 07 October 2025, 3:45 PM | **Location** | Marketing Office – 2nd Floor |
| **Reported By (Complainant)** | John Malik – Marketing Executive | **Position / Department** | Marketing |
| **Accused Employee (Respondent)** | Emma Khan – Senior Manager | **Position / Department** | Marketing |
| **Witnesses (if any)** | 1. Ali Raza – HR Assistant  2. Maria Hussain – Admin Officer | | |
| **Brief Description of Incident** | The complainant reported verbal harassment during a project discussion meeting. | | |

**SECTION 3: EVIDENCE & DOCUMENTATION**

|  |  |
| --- | --- |
| **Evidence Type** | **Description / Notes** |
| **Written Statements** | Witness and complainant written accounts attached |
| **Emails / Messages** | Copies of email correspondence attached |
| **CCTV Footage** | Footage from hallway camera (07 Oct, 3:30–4:00 PM) |
| **Other Evidence** | Meeting notes, attendance record |

**SECTION 4: INVESTIGATION FINDINGS**

|  |  |
| --- | --- |
| **Question** | **Response / Notes** |
| **Was company policy violated?** | Yes – Code of Conduct, Section 3.2 |
| **Summary of Findings** | Investigation confirms inappropriate language used by respondent. |
| **Contributing Factors** | Lack of communication training and unclear reporting hierarchy. |
| **Investigator’s Comments** | Recommend verbal warning and inclusion in communication skills workshop. |

**SECTION 5: RECOMMENDATIONS & ACTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Type** | **Details / Responsible Person / Deadline** | | |
| **Corrective Action** | Verbal warning issued by HR Manager – by 15 Oct 2025 | | |
| **Preventive Action** | Schedule communication workshop for department – by 30 Oct 2025 | | |
| **Follow-up Date** | 10 November 2025 | | |
| **HR Representative Signature** |  | **Date:** |  |

**SECTION 6: FINAL APPROVAL**

| **Field** | **Details** |
| --- | --- |
| **Reviewed By** | HR Director – Muhammad Farooq |
| **Decision** | Case closed with disciplinary action |
| **Date of Closure** | 15 October 2025 |
| **Signature** |  |