

General Personnel

Exhibit - INVESTIGATION OF HARASSMENT

Employee: _____

Position held: _____

Relationship to accuser and accused: _____

Date: _____

Provide with the following information:

- I am conducting an investigation
- No conclusions have yet been reached
- Nature of complaint (Allegation, date, and time)

Advise:

- The importance of telling the truth
- There will be no retaliation if he/she tells the truth
- Confidentiality of investigation
- Relevant company policies

Questions:

1. I feel that I have been harassed due to:
 - a. Unwelcome sexual advance
 - b. Request for sexual favors
 - c. Other verbal or physical conduct of sexual nature
2. Please state the date, time, and place of the incident:
3. What act(s) were committed that you feel were offensive to you? Explain.
4. Please name any other person who participated or helped in the harassment:
5. How did the person(s) listed in #4 contribute? (i.e. What remarks were made?)
6. What did you say or do to the offender(s) to indicate your disapproval? If yes, how many times? Did the conduct stop?
7. What was the offender's response to your actions/words? What did he/she say or do?
8. Was this a first offense? If not, please describe prior occurrences.
9. Please list any other witness to this incident.

Interviewer

Position

Date