

General Personnel

Exhibit - INVESTIGATION OF MISCONDUCT – Complainant

Employee: _____

Date: _____

Complaint:

1. Who are you accusing? _____

2. Date of incidence: _____

3. Time of incidence: _____

4. What occurred? _____

5. List of documents that support statements of events: _____

6. Witnesses: _____

Advise the accused:

- Retaliation will not be tolerated
- Confidentiality of investigation
- Explain relevant company policies

Interviewer	Position	Date
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