

General Personnel

Exhibit - INVESTIGATION OF MISCONDUCT – Complainant Employee

Employee: _____

Date: _____

Do you have any reason to believe that the investigator(s) cannot be fair and impartial? _____

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