General Personnel

Exhibit - INVESTIGATION OF MISCONDUCT – Accused Employee

Name: _____

Date: _____

Provide accused with the following information:

- I am conducting an investigation
- No conclusions have yet been reached
- Nature of complaint (Allegation, date, and time)
- Date of interview with complainant (**may** need to keep identity of complaining employee confidential)

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

1. What occurred? (Discuss each specific allegation) _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

2. List of documents that support statements of events _____
_____
_____

3. Witnesses: _____
_____

Advise the accused:

- Do not retaliate against the complainant for bringing the complaint
- Do not have non-business contact with the complainant
- Do not otherwise interfere with the investigatory process
- Explain relevant company policies

_____

Interviewer Position Date