### Sexual Harassment Investigation Report Sample

To give a practical example, imagine a completed report with the following details:

**Incident Details**

* **Date of Incident**: March 15, 2024
* **Time of Incident**: 2:00 PM
* **Location of Incident**: Office Meeting Room
* **Description of Incident**: An employee reported inappropriate comments made by a colleague during a meeting.

**Witness Statements**

* **Witness 1**: John Doe, Manager, stated that he overheard the comments and noticed the discomfort of the complainant.
* **Witness 2**: Jane Smith, Co-worker, confirmed the incident and provided additional context about similar past behavior.

**Investigation Findings**

* **Summary of Investigation**: The investigator interviewed all parties involved and reviewed meeting recordings.
* **Evidence Collected**: Statements from witnesses, meeting recordings, and emails.
* **Analysis of Evidence**: The evidence corroborated the complainant’s account of the incident.

**Conclusions and Recommendations**

* **Findings**: The allegations were substantiated based on the gathered evidence.
* **Impact**: The incident caused significant distress to the complainant and affected team morale.
* **Disciplinary Action**: Recommended a formal warning and mandatory training for the accused.
* **Policy Changes**: Suggested updates to the company’s harassment policy to include clearer guidelines on verbal conduct.
* **Training Recommendations**: Recommended company-wide training on harassment prevention.

**Follow-Up Actions**

* **Implementation of Recommendations**: HR to oversee the disciplinary action and schedule training sessions.
* **Monitoring Plan**: Regular check-ins with the complainant to ensure a supportive work environment.

These images and examples help visualize and understand the process and structure of a sexual harassment investigation report, ensuring thorough and fair handling of complaints.

### Sexual Harassment Investigation Report Template

**1. Introduction**

* **Date of Report:**
* **Investigator(s):**
* **Case Number (if applicable):**

This report documents the investigation into allegations of sexual harassment made by [Complainant Name] against [Respondent Name] within [Organization Name]. The investigation aims to determine the validity of the claims and recommend appropriate action.

**2. Incident Details**

* **Complainant:** [Name], [Title/Position]
* **Respondent:** [Name], [Title/Position]
* **Date(s) of Alleged Incident(s):**
* **Location(s) of Alleged Incident(s):**
* **Summary of Allegation(s):** [Detailed description of the alleged sexual harassment, including specific behaviors, comments, or actions]

**3. Evidence Collection and Analysis**

* **Interviews Conducted:** [List of individuals interviewed, including their titles/positions]
* **Documents Reviewed:** [List of documents reviewed, such as emails, text messages, performance reviews, or policies]
* **Other Evidence:** [List any other evidence collected, such as photos, videos, or audio recordings]
* **Summary of Evidence:** [Brief overview of the key pieces of evidence and their relevance to the allegations]

**4. Findings of Fact**

[Present a clear and objective summary of the facts established through the investigation, based on the evidence collected. Address each allegation individually and explain whether the evidence supports or refutes the claim.]

**5. Conclusions**

[Based on the findings of fact, state whether the investigation concludes that sexual harassment occurred. If so, specify the type of harassment (quid pro quo, hostile work environment, etc.). If not, explain why the evidence does not support the allegations.]

**6. Recommendations**

[Provide clear recommendations for action based on the investigation's conclusions. This may include disciplinary measures for the respondent, training or counseling for the complainant, or policy changes to prevent future incidents.]

**7. Signatures**

* **Investigator(s):** [Name(s) and Signatures]
* **Date:**

**Additional Notes:**

* This template is a guide and can be customized to fit the specific needs of each investigation.
* Confidentiality should be maintained throughout the investigation process.
* The report should be reviewed by legal counsel before finalization.

**Disclaimer:** This template is for informational purposes only and should not be considered legal advice. Consult with an attorney or HR professional for guidance on conducting a sexual harassment investigation.

### Sample 1: Quid Pro Quo Harassment – Finding of Harassment

**1. Introduction**

* **Date of Report:** April 15, 2024
* **Investigator(s):** Emily Chen (HR Manager), David Lee (External Investigator)
* **Case Number:** 2024-04-SH01

This report documents the investigation into allegations of quid pro quo sexual harassment made by Jane Doe (Sales Associate) against John Smith (Regional Manager) within Acme Corporation.

**2. Incident Details**

* **Complainant:** Jane Doe, Sales Associate
* **Respondent:** John Smith, Regional Manager
* **Date(s) of Alleged Incident(s):** March 10, 2024; March 25, 2024
* **Location(s) of Alleged Incident(s):** Smith's office; Company offsite dinner
* **Summary of Allegation(s):**
  + On March 10, 2024, during a closed-door meeting in Smith's office, Smith allegedly offered Doe a promotion to Senior Sales Associate in exchange for engaging in a sexual relationship with him.
  + On March 25, 2024, at a company offsite dinner, Smith allegedly made sexually suggestive comments to Doe and reiterated his offer of a promotion in exchange for sexual favors.

**3. Evidence Collection and Analysis**

* **Interviews Conducted:**
  + Jane Doe (Complainant)
  + John Smith (Respondent)
  + Sarah Williams (Sales Associate, Witness)
  + Michael Brown (Sales Associate, Witness)
* **Documents Reviewed:**
  + Email exchange between Doe and Smith (March 10-25, 2024)
  + Doe's performance reviews (2022-2024)
  + Acme Corporation Anti-Harassment Policy
* **Other Evidence:** None
* **Summary of Evidence:**
  + Doe's account of the incidents is consistent and detailed.
  + Williams and Brown both witnessed Smith making inappropriate comments to Doe at the offsite dinner.
  + The email exchange between Doe and Smith reveals a pattern of Smith making suggestive remarks and alluding to a potential promotion if Doe complies with his advances.

**4. Findings of Fact**

* Smith made an offer of a promotion to Doe contingent upon engaging in a sexual relationship with him, meeting the definition of quid pro quo sexual harassment.
* Smith's behavior created an intimidating and hostile work environment for Doe.

**5. Conclusions**

The investigation concludes that John Smith engaged in quid pro quo sexual harassment against Jane Doe.

**6. Recommendations**

* **Termination:** John Smith's employment with Acme Corporation should be terminated immediately.
* **Promotion:** Jane Doe should be offered the promotion to Senior Sales Associate based on her qualifications and performance, not as a result of Smith's inappropriate proposition.
* **Counseling:** Jane Doe should be offered access to counseling services to address any emotional distress caused by the harassment.

**7. Signatures**

### Sample 2: Hostile Work Environment – No Finding of Harassment

**1. Introduction**

* **Date of Report:** May 12, 2024
* **Investigator(s):** Laura Kim (HR Director)
* **Case Number:** 2024-05-SH02

This report documents the investigation into allegations of a hostile work environment related to sexual harassment made by Mark Johnson (Technician) against his colleagues at Alpha Industries.

**2. Incident Details**

* **Complainant:** Mark Johnson, Technician
* **Respondent(s):** Various colleagues in Johnson's department
* **Date(s) of Alleged Incident(s):** Ongoing, over the past six months
* **Location(s) of Alleged Incident(s):** Primarily within the department's workspace
* **Summary of Allegation(s):** Johnson alleges that colleagues regularly tell sexually suggestive jokes, make inappropriate comments about women, and display sexually explicit images on their computers. He claims this behavior makes him uncomfortable and creates a hostile work environment.

**3. Evidence Collection and Analysis**

* **Interviews Conducted:**
  + Mark Johnson (Complainant)
  + Susan Davis (Technician, Witness)
  + Robert Lee (Technician, Witness)
  + Jessica Chen (Engineer, Witness)
  + James Wilson (Department Manager)
* **Documents Reviewed:**
  + Alpha Industries Anti-Harassment Policy
  + Employee Handbook
* **Other Evidence:** None
* **Summary of Evidence:**
  + Johnson's account of the incidents is consistent and detailed.
  + Davis and Lee confirm that some inappropriate jokes and comments have been made, but they do not feel they created a hostile or offensive environment.
  + Chen and Wilson deny witnessing any such behavior.

**4. Findings of Fact**

* While some employees admit to occasionally telling sexual jokes or making comments that could be considered inappropriate, the evidence does not support the claim that these behaviors were pervasive, severe, or created a hostile work environment for Johnson.
* There is no evidence of sexually explicit images being displayed in the workplace.

**5. Conclusions**

The investigation concludes that a hostile work environment based on sexual harassment has not been established in this case.

**6. Recommendations**

* **Training:** Alpha Industries should conduct mandatory sexual harassment prevention training for all employees, emphasizing the importance of respectful communication and creating a welcoming environment for everyone.
* **Policy Review:** The company should review its anti-harassment policy to ensure it clearly defines and prohibits behaviors that could contribute to a hostile work environment.
* **Open Communication:** Encourage open communication and create safe channels for employees to report any concerns or complaints regarding workplace behavior.

**7. Signatures**

* **Laura Kim (HR Director):** [Signature]
* **Date:** May 12, 2024

### Sample 4: Cyber Harassment – Finding of Harassment

**Sexual Harassment Investigation Report**

**1. Introduction**

* **Date of Report:** June 8, 2024
* **Investigator(s):** Robert Davis (HR Specialist), Sarah Johnson (IT Security)
* **Case Number:** 2024-06-SH04

This report documents the investigation into allegations of cyber harassment made by Michael Brown (Marketing Coordinator) against a coworker at Tech Solutions Inc.

**2. Incident Details**

* **Complainant:** Michael Brown, Marketing Coordinator
* **Respondent:** Emily Davis, Graphic Designer
* **Date(s) of Alleged Incident(s):** May 15-28, 2024
* **Location(s) of Alleged Incident(s):** Company instant messaging platform
* **Summary of Allegation(s):** Brown alleges that Davis sent him multiple unsolicited and sexually explicit messages and images through the company's instant messaging platform.

**3. Evidence Collection and Analysis**

* **Interviews Conducted:**
  + Michael Brown (Complainant)
  + Emily Davis (Respondent)
* **Documents Reviewed:**
  + Screenshots of the messages between Brown and Davis (May 15-28, 2024)
  + Tech Solutions Inc. Anti-Harassment Policy
  + Employee Technology Usage Policy
* **Other Evidence:** None
* **Summary of Evidence:**
  + The screenshots provided by Brown clearly show the sexually explicit nature of the messages and images sent by Davis.
  + Davis admitted to sending the messages during her interview but claimed they were meant as a joke.

**4. Findings of Fact**

* Davis sent Brown unsolicited and sexually explicit messages and images through the company's instant messaging platform.
* Brown expressed that the messages were unwelcome and made him feel uncomfortable.
* Davis's actions created a hostile work environment for Brown, as the messages were sexual in nature and interfered with his ability to perform his job duties.

**5. Conclusions**

The investigation concludes that Emily Davis engaged in cyber harassment against Michael Brown, violating the company's anti-harassment policy and creating a hostile work environment.

**6. Recommendations**

* **Termination:** Emily Davis's employment with Tech Solutions Inc. should be terminated immediately.
* **Policy Review:** The company should review and strengthen its policies regarding electronic communication and cyber harassment, ensuring that employees understand the consequences of such behavior.
* **Training:** Tech Solutions Inc. should provide mandatory training on appropriate online behavior and the prevention of cyber harassment. This training should emphasize the importance of respectful communication and creating a safe and inclusive online environment for all employees.

**7. Signatures**

* **Robert Davis (HR Specialist):** [Signature]
* **Sarah Johnson (IT Security):** [Signature]
* **Date:** June 8, 2024

### Sample 5: Retaliation – Finding of Retaliation

**Sexual Harassment Investigation Report**

**1. Introduction**

* **Date of Report:** July 20, 2024
* **Investigator(s):** Jessica Wong (HR Manager), Thomas Brown (External Legal Counsel)
* **Case Number:** 2024-07-SH05

This report documents the investigation into allegations of retaliation made by Emily Davis (Administrative Assistant) against her supervisor, James Wilson (Department Head), at Global Industries, following Davis's report of sexual harassment.

**2. Incident Details**

* **Complainant:** Emily Davis, Administrative Assistant
* **Respondent:** James Wilson, Department Head
* **Date(s) of Alleged Incident(s):** June 1, 2024 – July 15, 2024
* **Summary of Allegation(s):** Davis alleges that after reporting sexual harassment by a coworker on June 1, 2024, she was demoted from her role as Executive Administrative Assistant to a general Administrative Assistant position. She also claims that her workload was changed to include less desirable tasks.

**3. Evidence Collection and Analysis**

* **Interviews Conducted:**
  + Emily Davis (Complainant)
  + James Wilson (Respondent)
  + Sarah Thompson (HR Representative)
  + John Kim (Davis's former coworker)
  + Mary Jones (Davis's current coworker)
* **Documents Reviewed:**
  + Davis's performance reviews (2022-2024)
  + Email communication between Davis and Wilson (June-July 2024)
  + Global Industries Anti-Harassment and Retaliation Policy
  + Job descriptions for Executive Administrative Assistant and Administrative Assistant
* **Summary of Evidence:**
  + Davis's performance reviews prior to June 1, 2024, were consistently positive, with no indication of performance issues warranting a demotion.
  + Thompson (HR) confirmed that Davis's report of sexual harassment was the only documented negative incident in her employment record before the demotion.
  + Kim (former coworker) corroborated Davis's account of being assigned less desirable tasks after her report.
  + Email communication between Davis and Wilson reveals a tense relationship after Davis's report, with Wilson making comments about Davis's "attitude" and "lack of focus."

**4. Findings of Fact**

* Davis was demoted and given less desirable tasks shortly after reporting sexual harassment.
* There is no evidence of performance issues prior to her report that would justify the demotion.
* Wilson's behavior and communication towards Davis changed negatively after her report.

**5. Conclusions**

The investigation concludes that Emily Davis was subjected to retaliation by James Wilson as a result of her reporting sexual harassment, in violation of Global Industries' anti-retaliation policy.

**6. Recommendations**

* **Reinstatement:** Emily Davis should be immediately reinstated to her position as Executive Administrative Assistant with full back pay and benefits.
* **Disciplinary Action:** James Wilson should be subject to disciplinary action, up to and including termination, for his retaliatory actions.
* **Training:** Global Industries should provide mandatory training for all employees and managers on anti-retaliation policies and the importance of protecting individuals who report harassment.
* **Policy Review:** The company should review its anti-harassment and retaliation policies to ensure they are clear, comprehensive, and effectively communicated to all employees.

**7. Signatures**

* **Jessica Wong (HR Manager):** [Signature]
* **Thomas Brown (External Legal Counsel):** [Signature]
* **Date:** July 20, 2024

### Sexual Harassment Investigation Report Template

**Template Sections:**

1. **Incident Details**
   * Date of Incident
   * Time of Incident
   * Location of Incident
   * Description of Incident
2. **Witness Statements**
   * Witness 1: Name, Position, Statement
   * Witness 2: Name, Position, Statement
3. **Investigation Findings**
   * Summary of Investigation
   * Evidence Collected
   * Analysis of Evidence
4. **Conclusions and Recommendations**
   * Findings
   * Impact
   * Disciplinary Action
   * Policy Changes
   * Training Recommendations
5. **Follow-Up Actions**
   * Implementation of Recommendations
   * Monitoring Plan