

# Grievance Investigation Report

Report Reference: \_\_\_\_\_  
Date: \_\_\_\_\_  
Investigator Name: \_\_\_\_\_  
Department: \_\_\_\_\_

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## 1. Grievance Details

Complainant Name: \_\_\_\_\_  
Position/Department: \_\_\_\_\_  
Date Grievance Filed: \_\_\_\_\_  
Nature of Grievance: \_\_\_\_\_

## 2. Persons Involved

Name	Position/Department	Role
_____	_____	Complainant
_____	_____	Respondent
_____	_____	Witness

## 3. Summary of Grievance

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## 4. Investigation Process

1. Date(s) of Investigation Interview(s): \_\_\_\_\_
2. Summary of Methods Used: \_\_\_\_\_
3. Documents Reviewed: \_\_\_\_\_
4. Persons Interviewed: \_\_\_\_\_

## 5. Findings

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## 6. Conclusion & Recommendations

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Investigator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

