

Grievance Investigation Report

Report Reference: _____
Date: _____
Investigator Name: _____
Department: _____

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

4. Investigation Process

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

5. Findings

6. Conclusion & Recommendations

Investigator's Signature: _____ Date: _____

