



Employer Investigation Form

STRICTLY CONFIDENTIAL

Date:	Project/Location:
Complainant's Name:	Position/Trade Classification:
Name(s) of Supervision:	Position Held:
Respondent's Name:	Date & Time of Incident:
Number of Violation Statements Received:	

Ensure all parties complete an Incident Statement Form regarding the complaint. Carefully review all statement forms.

1. Is there policy or legislation governing the behaviour? If so, what is the policy or legislation?

2. How was the policy communicated to employees?

3. Are there contractual or legislative limitations to management's ability to respond to the incident (i.e. provincial or federal criminal law necessitating involvement of local authorities)? Are there human rights limitations?

4. When the incident occurred was supervision aware of the incident?

5. Were there any witnesses? If so, who were the witnesses?

6. Did the complainant make the respondent aware that the behaviour was disrespectful?

7. In your opinion, would it be reasonable to assume that the respondent knew their behaviour was disrespectful? Explain.

8. Are there other employees aware of the behaviour?

9. Did these other employees allow the behaviour to carry on unchecked?

10. Are there other employees affected? How?

11. Have there been any other complaints against the respondent?

12. Is the behaviour a safety issue? If so, comment on the severity.

13. What risks resulted due to the incident?

14. Who or what did the incident affect and how?

15. Do the individuals involved have past violations of respect? Record frequency or patterns.

16. If so, were previous warnings issued and to whom?

17. When and how were the warnings issued? Was a Supervisor present? If so, whom?

18. If previous warnings were issued, was there disciplinary action? To whom?

19. What was the discipline? Was a Supervisor involved in the discipline process?

20. In cases of multiple incidents, was there progressive discipline (i.e. verbal, written, suspension)?

21. In the respondent's statement, is there an acknowledgement of a violation of respect?

22. Does there appear to be a willingness to change his or her behaviour?

23. Has the respondent had an opportunity to correct his or her behaviour? Why or why not?

24. Explain how the individuals involved have been treated respectfully throughout the investigation?

25. In your opinion has there been a violation of respect? Would you categorize the incident as unprofessional conduct, harassment (including bullying, cultural insensitivity and discrimination) or violence? If yes, complete an Investigator's Incident Report.

Employer Representative (Please Print)	Position Held
Signature	Date

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