# Investigation Questions to Ask the Employee Filing a Complaint

1. **What happened?**
	1. Ask for details and specifics
2. **Who committed the alleged comment, action, or behavior?**
3. **Did it happen to you, or are you reporting as a bystander/witness?**
	1. If a witness, who was the object of the comment or action?
4. **When did this occur?**
5. **Where did it happen?**
	1. Has it happened more than once?
	2. Is it ongoing?
6. **Were there any witnesses to the behavior?**
	1. Please name them
7. **Can you provide any physical evidence of the action** – emails, texts, etc.?
8. **Did you let the person know you were offended or concerned?**
	1. If so, what was their response?
9. **Did you report the incident(s) to anyone else?**
	1. If so, who and when?
	2. Did they take any steps to resolve the situation?
10. **Do you have any other information that might be helpful for the investigation?**

# Investigation Questions to Ask the Accused Employee

1. **This was reported** — can you tell me what happened from your point of view?
	1. Ask for details and specifics
2. **When did this occur?**
3. **Where did it happen?**
4. **Were there any witnesses to the behavior?**
	1. Please name them
5. **Can you provide any physical evidence of the action** – emails, texts, etc.?
6. **Was there a larger context to the situation that hasn’t been included?**
7. **Did the person tell you they were offended or concerned?**
	1. If so, what was your response?
	2. Did you take any steps to resolve the situation?
8. **Do you have any other information that might be helpful for the investigation?**