

Contents of an Investigative Report

1. Intro - Date complaint filed, complainant(s) name(s), employee(s) name(s), Manager(s) name(s), Program/Site, Labour Relations Officer(s) Name(s) supporting the manager during the investigation process.
2. Brief description of allegation or nature of concern.
3. Evidence/facts collected.
4. Analysis of evidence, findings of the investigation and validation of information collected.
5. Documents reviewed (i.e. Policies, Procedures, Guidelines, Core Values, Client Care Notes, Occurrence Reports, etc.).
6. Recommendations and next steps.