**Form to record a grievance investigation**

This form is to be completed when investigating an allegation made in relation to an employee(s).

|  |  |
| --- | --- |
| **Employee name:** |  |
| **Job title:** |  |
| **Line manager:** |  |
| **Investigating officer:** |  |
| **HR support officer:** |  |
| **Details of allegation** | |
| ***Date:***  ***Location:***  ***Account of alleged events:*** | |
| **Witness interviews held** | |
|  | |
| **Details of evidence reviewed** | |
|  | |
| **Findings** | |
|  | |
| **Conclusion (tick as appropriate)**   |  |  | | --- | --- | | Investigation showed no case to answer: no further action to be taken |  | | Investigation showed there is a case to answer: formal grievance hearing to be instigated |  | | |
| **Additional comments** | |
|  | |
| **Investigating officer signed:** |  |
| **Date:** |  |
| **HR support officer signed:** |  |
| **Date:** |  |