**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 |  |

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| **Additional comments** |
|  |
| **Investigating officer signed:**  |  |
| **Date:** |  |
| **HR support officer signed:** |  |
| **Date:** |  |