

# Harassment Investigation Policy



- 1. ABC Company will promptly investigate all complaints of workplace harassment in accordance with the following procedures:**

Investigators: Complaints involving ABC Company employees will be conducted by the HR Department or a third party. In either case, the investigator will be experienced in carrying out harassment investigations including the interviewing of witnesses, impartial and have no personal involvement or stake in the case or its outcome.

Timing & Confidentiality: The investigation will be conducted as quickly as fairness allows. Efforts will be made to keep the investigation confidential although ABC Company cannot guarantee complete confidentiality in all circumstances.

- 2. Investigation Procedures: Investigations will typically include:**

1. A documented interview with the employee who brings the complaint;
2. Notification to the person(s) alleged to have engaged in harassment about the specifics of the allegations and the identity of the accuser;
3. A documented interview with the person(s) alleged to have engaged in harassment;
4. A documented interview with third party witnesses who are in a position to provide information about the case; and
5. Any other steps the investigator deems necessary to investigate the matter fully and fairly.