Workplace Harassment Investigation Checklist

What investigators should and shouldn’t do in interviewing witnesses and preparing their reports.

OHS laws require employers to do a full, fair and thorough investigation of workplace harassment complaints. Some jurisdictions, including the federal, require the investigator to possess professional qualifications and recognized certifications. Such requirements are also typical in collective agreements with union employees. But regardless of who performs the investigation, it’s highly advisable to develop specific instructions on how it should proceed and what it should cover. Here’s a harassment complaint investigation checklist that you can adapt for your own use.