



Employee Relations Investigation Checklist (HR)

Initial Complaint & Documentation

Gather initial information and properly document the complaint.

Date of Complaint Received

Enter date...

Complainant's Written Statement (If Available)

Write something...

Complaint Type

- ☐ Harassment
- ☐ Discrimination
- ☐ Retaliation
- ☐ Violation of Policy
- ☐ Other

Complainant's Name

Write something...