**ENQUIRY REPORT TEMPLATE**

The Enquiry Committee’s investigation with regards to XXXX being alleged inappropriate behavior / misconduct, XXX by **(INSERT NAME OF RESPONDENT EMPLOYEE)**, **(INSERT DESIGNATION IN THE ORGANIZATION).** The information initially received from **(INSERT NAME OF THE** **COMPLAINANT)** was used as the basis for the commencement of this enquiry. The statements provided by Mr. /Ms. XXXX **(INSERT EMPLOYEE NAMES)** Gathered by the Committee through interviews dated **(INSERT DAY MONTH YEAR)** is attached to this enquiry report on the Appendices section.

* **ENQUIRY OFFICER NAME AND DESIGNATION**
* **COMMITTEE MEMBERS NAMES & DESIGNATIONS**
* **DISCIPLINARY AUTHORITY – NAME AND DESIGNATION**
* **CHARGES FRAMED WITH ANNEXURES AS FOLLOWS;**
  + **STATEMENT OF ALLEGATIONS**
  + **STATEMENT OF DEFENSE BY THE RESPONDENT**
* **OVERVIEW OF THE ENQUIRY:**

The extensive enquiry commenced on **(INSERT DAY MONTH YEAR)** and ended on **(INSERT DAY** **MONTH YEAR)** with the involvement of **(INSERT NUMBER)** of complainants, as listed below. Around **(INSERT NUMBER)** documents and other evidences had to be reviewed and considered in depth in order to generate unbiased and accurate findings. The following are the names of the complainants interviewed during the enquiry:

|  |  |  |
| --- | --- | --- |
| **NAME OF THE COMPLAINANT** | **DESIGNATION** | **DEPARTMENT** |
| COMPLAINANT NUMBER A | DESIGNATION A | DEPARTMENT X |
| COMPLAINANT NUMBER B | DESIGNATION B | DEPARTMENT Y |

* **CHARGES FILED**
* **DETAILS OF CROSS EXAMINATION & INTERVIEWS**

Aside from the following complainants, there have been interviews with **(INSERT NUMBER)** witnesses. Evidence from the interviewed witnesses listed below are identified as both relevant and necessary to the ongoing extensive enquiry on the alleged misconduct of Mr. / Ms. (**INSERT NAME OF THE ACCUSED).**

|  |  |  |
| --- | --- | --- |
| **NAME OF THE WITNESSES** | **DESIGNATION** | **DATE OF INTERVIEW** |
| WITNESS NUMBER A | DESIGNATION A | DAY MONTH YEAR |
| WITNESS NUMBER B | DESIGNATION B | DAY MONTH YEAR |

For the enquiry in order to identify which of the evidence and witnesses statements submitted are essential to the allegations, the following are considered by the committee:

* If the witness has seen the actual situation or circumstance
* If the evidence submitted is necessary and in line with the allegations presented by the complainant.

Other than the interviews concluded and other considerations indicated, the following documents were presented and submitted to the enquiry officer for review during the course of the enquiry.

* Number of emails or other documentary evidence addressed to (**INSERT NAME OF** **REPORTING EMPLOYEE)** received from **( INSERT NAME OF THE ACCUSSED** **EMPLOYEE)** during the following dates
* **(INSERT DATE MONTH YEAR)**
* A handwritten note and envelope bearing the name **(INSERT COMPLAINANT NAME)** which is unsigned and undated.
* Telephone logs of the institute from **(INSERT DATE RANGE)** which were identified as 0.00 calls from **(INSERT NAME OF THE ACCUSSED EMPLOYEE)** to **(INSERT NAME OF THE REPORTING EMPLOYEE)** as well as 0.00 voicemail messages/ or any other evidence derived from a number of telephone calls.
* A video footage submitted by **(INSERT NAME OF WITNESS)** held at **(INSERT LOCATION, DATE MONTH YEAR)**
* Surveillance camera video footage of the **(INSERT LOCATION), (INSERT DAY MONTH YEAR)**
* **CAN INSERT OTHER DETAILS AS WELL**
* **SUMMARY OF COMPLAINTS:**

Each of the complainants claim that they have experienced instances of **(INSERT TYPE OF** **MISCONDUCT)** from **(INSERT NAME OF THE ACCUSED EMPLOYEE).** The incidents contributed to a negative work environment or any other situations as noticed by the Committee. A detailed summary of the complaints is provided below for each listed complainant.

|  |  |
| --- | --- |
| **NAME OF THE COMPLAINANT** | **Summary of the complaint** |
| Complainant 1 |  |
| Complainant 2 |  |
| Complainant 3 |  |

* **FACT FINDINGS:**

Having reviewed the documents and other documentary evidences as well as the statements of the complainants, witnesses and the accused the committee has determined and recognized the following;

|  |  |
| --- | --- |
| **SUMMARY** | **SUPPORTING EVIDENCE** |
| 1. | INSERT DETAILS |
| 2. | INSERT DETAILS |
| 3. | INSERT DETAILS |
| 4. | INSERT DETAILS |
| 5. | INSERT DETAILS |

**CONCLUSIONS:**

INSERT DETAILS

* **RECOMMENDATIONS BY THE COMMITTEE:**

INSERT RECOMMENDATIONS

* **DECISION BY THE DISCIPLINARY AUTHORITY**

**Signed by:**

Chairperson Enquiry Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (INSERT NAMES, SIGNATURES, DAY MONTH YEAR)

Members Enquiry Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (INSERT NAMES, SIGNATURES, DAY MONTH YEAR)