

SAMPLE
Investigation Form for Union Employees

Purpose of Investigation - The purpose of this investigation is to gather information with respect to alleged actions or incidents that may or may not constitute harassment in the workplace as defined by the organization's policy.

Employee's Rights, Responsibilities and Signature –I understand that I am expected to cooperate fully with this investigation and that any willful intent to withhold information or falsify information is considered insubordination and as such will be subject to appropriate disciplinary action in accordance with the (INSERT NAME OF UNION CONTRACT). I also understand that if any employee or official, or any individual not employed by the (INSERT NAME OF ORGANIZATION), retaliates against me for cooperating with this investigation, I am to notify the Human Resources Department immediately and that appropriate action will be initiated.

I understand that I have the right to have a union representative present during the questioning phase of the investigation and that a union representative is available unless I waive this right by initializing the appropriate box:

_____ I request a union representative present during the questioning.

_____ I waive my rights to have a union representative present during the questioning.

I attest that the answers I have given to the questions asked by the investigator are true to the best of my knowledge and that I have not withheld or falsified information.

Date of Investigation: _____

Employee Name: _____

Employee Signature: _____

Investigator Name: _____

Investigator Signature: _____

Union Rep. Name: _____

Union Rep. Signature: _____

Insert Prepared Questions:
