



**FORMAL INVESTIGATION TEMPLATE**

This template may be used for guidance in investigating discrimination and/or harassment incidents or complaints. The person conducting the investigation must not have been involved in the incident or complaint of discrimination and/or harassment and must not be under the direct control of the respondent(s) against whom the allegations are being made.

**Investigation Plan**

**Investigator:**

**Parties** (Student/Employee/Other Users, Program/Position/Department)

**Complainant(s):**

**Respondent(s):**

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**Investigation steps:**

1. Obtain the complainant(s)' complaint in writing, if possible. Assistance should be provided in completing the complaint form where necessary.
2. The investigator needs to interview the complainant(s) that allegedly experienced discrimination/harassment and the respondent(s). If the respondent(s) is/are not a student or an employee, the investigator should make reasonable efforts to interview the respondent(s).
3. Make a list of possible relevant witnesses. The complainant(s) and respondent(s) should be asked for names of any relevant witnesses.
4. Interview relevant witnesses. Ask specific questions about what they have observed, are aware of or have personally experienced. If the witnesses are not students or employees, the investigator should make reasonable efforts to interview those witnesses.
5. Collect and review relevant documents/evidence from the complainant(s), respondent(s), witnesses and Yorkville University/Toronto Film School.
6. Take detailed notes and keep all investigation materials in a confidential, secure file. This file will be important should the investigation be challenged or undergo third party scrutiny.
7. Keep the investigation confidential. Instruct the complainant(s), respondent(s) and witnesses not to talk to others about the investigation unless it is necessary, for instance to obtain advice or counselling. Have the parties sign the relevant Confidentiality Statement depending on if they are a student or an employee/other user.

**Witnesses (most relevant)**

**Witnesses (possibly relevant)**

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**Other Evidence**

**Types of evidence can include: attendance records; work schedules; personal notes/calendars/work and meeting agendas; corporate employee file; correspondence including emails, voicemails, text messages, etc.; screen shots of social media communications, audio recordings, surveillance videos, employee, supervisor and managerial personnel reports**

**Notes and/or other relevant information**

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**Evidence Organization Chart**

<b>Allegation(s) (including dates)</b>	<b>Response</b>	<b>Other evidence (witnesses, documents, etc.)</b>	<b>Analysis &amp; Finding</b>
April 6, 2020 – Complainant alleges that...	Respondent states...	Witness [name] states...  Text message screenshots show...	Social media screenshots supports that the comment was made to the complainant as alleged and therefore this allegation is substantiated