

Intake Form/Progress Report

- Complaint received on _____ by _____
- Allegations reported by _____
- Allegations made against _____
- Details regarding complainant:
 - Title _____
 - Department _____
 - Supervisor _____
 - Complainant Represented by _____
- Allegations involve:
 - ◇ Harassment/Discrimination involving:
 - Sex
 - Race
 - Color
 - Religion
 - National Origin
 - Age
 - Disability
 - Other _____
 - ◇ Wage & Hour Issues
 - ◇ Corporate Wrongdoing (i.e. Sarbanes-Oxley Act of 2002)
 - ◇ Retaliation
 - ◇ Employee Theft
 - ◇ Employee Violence
 - ◇ Other: _____
- Date(s) of alleged wrongdoing _____
- Witnesses identified by complainant
 - _____
 - _____

General nature of allegations

Investigation commenced on _____

Complainant interviewed on _____

Alleged wrongdoer interviewed on _____

Additional witnesses interviewed:

- *Name* _____
Date interviewed _____
- *Name* _____
Date interviewed _____
- *Name* _____
Date interviewed _____
- *Name* _____
Date interviewed _____
- *Name* _____
Date interviewed _____

Investigation conducted by _____

Report drafted

Parties notified of results

Corrective action:

