**INVESTIGATION REPORT**

**ALLEGATION**

This Investigation Report results from the investigation into the allegation that…..

**CONTENTS**

**EXECUTIVE SUMMARY**

**BACKGROUND**

Broad Detail.

**PURPOSE OF INVESTIGATION & TERMS OF REFERENCE**

The purpose of this investigation was

(a)

(b)

**METHODOLOGY**

The investigation was undertaken by (name) with the support of (name), HR Manager, by means of a series of interviews with University employees and the examination of documents.

Interviews

The following University employees were interviewed and an agreed written record of each interview compiled.

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| --- | --- | --- | --- |
| **Name** | **Role** | **Reason for interview** | **Date** |
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Documentation

The following documents have been examined:

**FINDINGS**

Preamble

Point One

Detail

I find/conclude that.

Point Two

I conclude that..

Point Three

Detail.

I find/conclude that..

Point Four

Detail.

I find/conclude that..

Point Five

Detail.

I find/conclude that..

**RECOMMENDATIONS**

Overall main conclusions, specifically whether there is sufficient evidence to proceed to the formal disciplinary procedure (to a Disciplinary Hearing) or not.