

Workplace Harassment Investigation Checklist



OHS laws require employers to do a full, fair and thorough investigation of workplace harassment complaints. Some jurisdictions, including the federal, require the investigator to possess professional qualifications and recognized certifications. Such requirements are also typical in collective agreements with union employees. But regardless of who performs the investigation, it's highly advisable to develop specific instructions on how it should proceed and what it should cover.

Instructions: ABC Company is firmly committed to ensure that internal complaints of workplace harassment are fully, fairly and promptly investigated in accordance with OHS, human rights and other applicable laws, as well as the terms of applicable collective agreements. Those designated to investigate such complaints of workplace harassment are asked to please use the following Checklist to organize and plan their investigation.

Here's a harassment complaint investigation checklist that you can adapt for your own use.