

[Business Information]

Case Information

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| Case Number | |
| Date Opened | |
| Investigator | |
| Department | |
| Status | |

Incident Summary*Briefly describe the reported issue or complaint.*

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Individuals Involved*List all individuals involved or referenced.*

| Name | Role |
|------|------|
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Timeline of Events*Document key events in chronological order.*

| Date | Event Description |
|------|-------------------|
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Evidence Reviewed*List documents, footage, or other evidence reviewed.*

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Interview Notes*Summarize key points from interviews. Remain objective.*

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This document is intended as a structured investigation tool and should be used in alignment with company policy and applicable laws. Maintain confidentiality and document findings objectively.

Findings

Summarize conclusions based on facts and evidence.

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Conclusion

State whether a policy violation occurred and why.

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Recommended Action

Recommend next steps (if any).

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Investigator Sign-Off

| Name | Signature | Date |
|------|-----------|------|
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