



Workplace Investigation

Sample Questions

Sample Questions for Claimant:

- Can you tell me your job title, department, and how long you've worked here?
- What is your working relationship with the person you are making the complaint about?
- When did you first start having concerns about this person's behavior toward you?
- Please describe what happened in as much detail as possible.
- When and where did the incident occur?
- Who else, if anyone, was present or might have witnessed the incident?
- What exactly was said or done? (Include words, tone, gestures, and any physical contact.)
- How did the incident end?
- Have there been multiple incidents? If so, please describe each one separately, with dates, locations, and details.
- How did you feel at the time of the incident(s)?
- Has this affected your ability to do your job? If so, how?
- Have you experienced changes in your work attendance, productivity, or relationships with coworkers since the incident?
- Did you say or do anything in response to the accused at the time? If so, what?
- Have you told anyone else about the incident? (coworkers, supervisor, HR, etc.)
- Did you report the incident previously? If yes, to whom and when?
- Do you have any documents, emails, texts, or other evidence?
- Has this person ever behaved in this way toward you before?
- Have you seen or heard this person behave similarly toward others?
- Are you aware of any other employees who may have experienced similar behavior from this person?
- What would you like to see happen as a result of this investigation?



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- Is there anything else you want to share about the incident(s) or your work environment?
- Is there anyone else you think I should speak to who may have relevant information?

Sample Questions for the Accused:

- Can you describe your role and your working relationship with the complainant?
- Were you aware of any concerns or complaints from this employee before this investigation began?
- How long have you worked together, and in what capacity?
- On [date of alleged incident], where were you and what were you doing?
- Who else was present at that time?
- Can you walk me through exactly what happened from your perspective?
- Were there any witnesses to the interaction?
- Did you have any conversations with the complainant on that day outside of the incident in question?
- Have you ever made comments, jokes, or gestures that could have been misinterpreted?
- How do you typically communicate with the complainant: verbally, by email, text, or in person?
- Have you ever used nicknames, physical contact, or humor with them? If so, please describe.
- Have you had any previous disagreements or conflicts with the complainant?
- Has anyone else ever expressed discomfort with your behavior at work?
- Have you ever been spoken to or disciplined for behavior toward coworkers in the past?



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- How do you respond to the specific allegation?
- Do you believe your actions could have been interpreted differently than you intended?
- Is there any context or information you think is missing from the complainant's account?
- Is there any documentation, such as emails, messages, or meeting notes, that would help clarify your perspective?
- Are there other people we should speak with who may have relevant information?
- Is there anything else you want to add about this situation?

Sample Questions for Witnesses:

- How long have you worked here, and what is your role?
- How do you know both the complainant and the accused?
- How often do you interact with each of them, and in what context?
- On [date/time of incident], where were you and what were you doing?
- Did you see or hear anything between [complainant] and [accused] that stood out?
- Can you describe exactly what you saw or heard using as much detail as possible?
- Who else was present at the time?
- Did you notice the complainant's reaction or behavior afterward?
- Have you ever witnessed interactions between these two individuals before that seemed unusual or made anyone uncomfortable?
- Have you ever observed the accused making comments, gestures, or physical contact with the complainant or others?
- Have you heard any remarks, jokes, or conversations that might be relevant to this situation?
- In your opinion, is the general work environment respectful and professional?



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- Have you ever seen or heard anything in the workplace that could be considered sexual in nature?
- Have you noticed any changes in the complainant's behavior, mood, or attendance recently?
- Did the complainant ever talk to you about this incident or previous incidents?
- Did the accused ever talk to you about the complainant or the situation?
- Do you know if anyone else may have relevant information?
- Is there anything else you think we should know about this incident or the people involved?
- Do you have any concerns about retaliation for speaking with me today?