

Investigation Report

i The investigating officer completes this report at the end of a fact-finding investigation. It should set out what was investigated, the evidence gathered, the findings of fact, and a recommendation.

Case reference	[Reference]
Investigating officer	[Name, job title]
Date of report	[Date]
Employee under investigation	[Name]
Job title / department	[Role] / [Department]
Store / location	[Location]

1. Allegation(s) / matter investigated

i State clearly and factually what was investigated.

[Set out each allegation or concern, numbered where there is more than one.]

2. Terms of reference / scope

[What the investigation was asked to establish, and any limits to its scope.]

3. Background

[Relevant background and how the matter came to light.]

4. Investigation process

i List who was interviewed and when, and what documents or other evidence were reviewed.

- Interviewed [name, role] on [date]
- Interviewed [name, role] on [date]
- Reviewed [document / CCTV / records / system logs, etc.]

5. Summary of evidence

Source / witness	Summary of what the evidence shows
[Name / document]	[Summary]
[Name / document]	[Summary]
[Name / document]	[Summary]

6. Findings of fact

i *Separate fact from opinion. State what you have concluded happened, on the balance of probabilities.*

[Finding 1]

[Finding 2]

7. Analysis

[Consider the evidence for and against, any mitigation, and any inconsistencies.]

8. Conclusion and recommendation

i *Recommend one of the options below (delete those that do not apply).*

- No case to answer — close with no further action.
- Deal with informally (e.g. informal discussion, coaching, or management action).
- There is a case to answer — refer to a formal disciplinary hearing.

[State your recommendation and the reasons for it.]

Signed	[Investigating officer signature]
Name	[Name]
Date	[Date]

9. Appendices

[List enclosed evidence: interview notes, statements, documents, etc.]