



## BULLYING, DISCRIMINATION, AND HARASSMENT INVESTIGATION CHECKLIST

This Checklist is to be used by school administrators and department supervisors any time they are involved with conducting an investigation concerning bullying, hazing, retaliation, discrimination, harassment, or sexual harassment against an employee as described in Canyons School District Policy 400.2. The investigation file should be kept separate from personnel or student education files.

Victim(s):		Perpetrator(s):	
Check the box(es) to indicate the type of alleged conduct being investigated:			
<input type="checkbox"/> Bullying/Cyber-Bullying <input type="checkbox"/> Discrimination <input type="checkbox"/> Harassment <input type="checkbox"/> Hazing <input type="checkbox"/> Retaliation <input type="checkbox"/> Abusive Conduct			
Check the box(es) to indicate the basis of possible discrimination or harassment:			
<input type="checkbox"/> Race/Color/National Origin <input type="checkbox"/> Sex/Gender <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Gender Identity <input type="checkbox"/> Religion <input type="checkbox"/> Pregnancy <input type="checkbox"/> Disability <input type="checkbox"/> Age <input type="checkbox"/> Status as a Veteran <input type="checkbox"/> N/A or None			
Briefly describe the evidence giving rise to this investigation:			

Indicate the date on which each step of the investigation is completed:

- \_\_\_\_\_ Investigation File Created (electronic and hard copy)
- \_\_\_\_\_ Human Resources Director Notified (copy of Complaint Form provided to HR Director)
- \_\_\_\_\_ Video, Documents, and Other Physical Evidence Identified and Preserved
- \_\_\_\_\_ Employee Victim Interviewed / Complaint Form Received
- \_\_\_\_\_ Perpetrator Interviewed / Written Response Received
- \_\_\_\_\_ Witnesses Interviewed / Witness Statement Forms Received
- \_\_\_\_\_ Investigation Report Completed (findings of fact, conclusions, determination of policy violations - CSD Policy 400.2, and recommendations)
- \_\_\_\_\_ Copies of Investigation Report Provided to Victim and Perpetrator (revised and redacted as legally appropriate and necessary)
- \_\_\_\_\_ Effects on Victim Remedied (if applicable)
- \_\_\_\_\_ Effects on School/Workplace Environment Remedied (if applicable)
- \_\_\_\_\_ Disciplinary Action Imposed on Perpetrator (if applicable)
- \_\_\_\_\_ Other Recommendations Completed (if applicable)
- \_\_\_\_\_ Investigation Closed