

**Employee Civil Rights Harassment**

**Report and Decision**

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| **SCHOOL/DEPARTMENT:** | | Enter school/department name | | | | | |  |
| Complainant: | Enter name | | | | | Home address: | | Enter address | | | |
| Home/cell phone: | | Enter # | | Work phone: | | | Enter # | | Email: | Enter email | |
| Respondent: | Enter name | | | | | Home address: | | Enter address | | | |
| Home/cell phone: | | Enter # | | Work phone: | | | Enter # | | Email: | Enter email | |

Check the box(es) of the conduct investigated:

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| Abusive Conduct | Bullying or cyber-bullying | Discrimination | Harassment | Hazing | Retaliation |

Check the box(es) to indicate the basis of the conduct investigated:

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| Race/color/national origin | Sex/gender | Sexual orientation | Gender identity | Religion |
| Pregnancy | Disability | Age | Status as a veteran | N/A or none |

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| **Description of the complaint:**  (Provide a brief summary of the incident(s)/conduct described by complainant, including the who, what, when, and where.) |
| Enter description of complaint |

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| **Description of the response:**  (Provide a brief summary of the incident(s)/conduct described by the respondent, including any denial, admission, or clarification of allegations found in the complaint.) |
| Enter description of response |

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| **Relevant policies:**  (List the specific sections of Nebo School District policies that are alleged to have been violated or that you as the the investigator considered and applied to the facts set forth in the complaint, including Policies GBEB, JDD/GBEA, and/or GCPD. List all policy sections that the conduct from the complaint, if found to be true, may violate.) |
| Enter policy provisions |

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| **Detailed description of the investigation:**  (List dates and times of all interviews and written statements of the complainant, respondent, and witnesses. List any video or audio recordings, correspondence, documentation, or other physical evidence reviewed as part of the investigation.) |
| Enter description of investigation |

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| **Findings of fact:**  (Weigh the credibility of all evidence and make a determination as to which facts are true. Provide a detailed description of every fact you find to be true based upon a preponderance of the evidence presented.) |
| Enter facts |

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| **Conclusions:**  (Make determinations as to which, if any, Nebo School District policies were violated by the findings of fact. For each finding of fact, identify the specific policy language the fact violated or indicate that the fact did not violate District policy.) |
| Enter conclusions |

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| **Recommendations:**  (Make recommendations to address the effects of any policy violation on the complainant. If applicable, recommend any system-wide measures to eliminate harassment and discrimination. Make recommendations for appropriate disciplinary action or other remediation measures to rehabilitate the respondent and deter future violations.) |
| Enter recommendations |

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| **ATTACHMENTS – Please attach written statements and other critical documents to this Investigation Report**  I hereby represent that I conducted the above-referenced investigation in a timely matter, with impartiality, and have made the above determinations to the best of my ability. I further represent that the information provided herein is true, correct, and complete to the best of my knowledge.  Dated this Enter day day of Enter month, 20Enter year  Enter /school/department  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Enter name  Enter title |
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| **Copies**  *1. Maintain one complete original in investigation file.*  *2. Submit one complete copy to Director of Human Resources.* |