# Investigation Report

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# Case Information

Investigator: Carol Burns

i-Sight Case Number: 2015-00176

Date Case Recorded: 2015-03-03

Date Case Assigned: 2015-03-04

###### 

###### Referral Source:

Reported By: Janice Holmes

Email: [janice@holmes.com](mailto:janice@holmes.com)

Work Phone: 613-244-5111 ext. 222

Status: Employed

Job Code: 15823-A

Hire Date: 2015-02-07

Location: San Antonio Office

Employee ID: 998339-IHG

Department ID: Administration

Report Date: 2015-03-03

Incident Date: 2015-03-01

###### 

###### Allegation Details:

Case Type: Harassment

Allegation Type: Sexual

Alleged Victim: Jane Doe

Supervisor: Jerry Jones

Allegation Details: Janice called the hotline to report her observations. She has noticed Jerry making unwanted advances with various female employees in the field office.

###### Subject of Allegation:

Name: Jerry Jones

Email: [jerry.jones@company.com](mailto:jerry.jones@company.com)

Work Phone: 613-244-5111 ext. 212

Status: Employed

Job Code: 13543-A

Hire Date: 2006-01-04

Location: San Antonio Office

Employee ID: 965369-IHG

Department ID: Administration

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# Investigation Plan

###### Investigation Scope:

The investigation will focus on the tip received through the whistleblower hotline. The objective of the investigation is to determine the credibility of the referral source.

# Case Notes / Investigator Diary

Action Number:1

**Action Type:** Initial Review

**Responsible:** Carol Burns

**Date Completed:** 2015-06-01

**Description:** Conducted initial review of referral.

Action Number: 2

**Action Type:** Meeting

**Responsible:** Carol Burns

**Date Completed:** 2015-06-01

**Description:** Met with investigation manager to determine investigation scope.

Action Number:3

**Action Type:** Admin

**Responsible:** Carol Burns

**Date Completed:** 2015-06-03

**Description:** Contacted involved parties to arrange

Action Number: 4

**Action Type:** Review

**Responsible:** Carol Burns

**Date Completed:** 2015-06-01

**Description:** Conducted initial review of referral.

Action Number:5

**Action Type:** Review

**Responsible:** Carol Burns

**Date Completed:** 2015-06-01

**Description:** Conducted initial review of referral.

Action Number:6

**Action Type:** Review

**Responsible:** Carol Burns

**Date Completed:** 2015-06-01

**Description:** Conducted initial review of referral.

# Information Interview Summaries

## Interview #1: ***Referral Source – Janice Holmes***

Conducted By: Carol Burns

Person Interviewed: Janice Holmes

Interview Location: San Antonio Office – Board Room C21

Interview Date: 2015-06-06

## Interview #2: ***Complainant – Marcy Wainright***

Conducted By: Carol Burns

Person Interviewed: Marcy Wainright

Interview Location: San Antonio Office – Board Room C21

Interview Date: 2015-06-07

## Interview #3: ***Subject/ Respondent – Jerry Jones***

Conducted By: Carol Burns

Person Interviewed: Jerry Jones

Interview Location: San Antonio Office – Board Room C21

Interview Date: 2015-06-05

# Interview Reports

## Interview #1: ***Referral Source – Janice Holmes***

Conducted By: Carol Burns

Person Interviewed: Janice Holmes

Interview Location: San Antonio Office – Board Room C21

Interview Date: 2015-06-06

###### Credibility Assessment:

Janice Holmes is a new employee which enhances her credibility. She has only been in her new position for three weeks. During questioning she seemed calm and had a very clear recollection of events surrounding the incident in question. She also provided long and detailed answers.

###### **Interview Notes:**

###### Introduction:

Explained the purpose of the interview

Explained my role as lead investigator

Reviewed confidentiality concepts

Gave overview of protection against retaliation

Explained interview ground rules – ask for clarification, be candid and “I don’t know” or “I don’t remember” are acceptable answers

###### Incident Overview:

Please describe the events which took place on March 1, 2015

Was anyone else present who may have witnessed the incident?

If so, what was their involvement?

How did the victim respond to this alleged incident?

Precisely where and when did this incident occur?

Are you aware of any other incidents between the involved parties?

###### Interview Conclusion:

Thanked witness for honesty and time

Reviewed confidentiality concepts

Obtained signature on witness interview report

Interview #2: ***Complainant – Marcy Wainright***

Conducted By: Carol Burns

Person Interviewed: Marcy Wainright

Interview Location: San Antonio Office – Board Room C21

Interview Date: 2015-06-07

###### Credibility Assessment:

Marcy has been a long-time employee. She is a single mother and seemed very hesitant during the interview. She had many very short answers, often looked at the floor and generally seemed fearful of how the incident may affect her career.

###### 

###### **Interview Notes:**

###### Introduction:

Explained the purpose of the interview

Explained my role as lead investigator

Reviewed confidentiality concepts

Gave overview of protection against retaliation

Explained interview ground rules – ask for clarification, be candid and “I don’t know” or “I don’t remember” are acceptable answers

###### **Incident Overview:**

Please describe the events which took place on March 1, 2015

Was anyone else present who may have witnessed the incident?

If so, what was their involvement?

How did the victim respond to this alleged incident?

Precisely where and when did this incident occur?

Are you aware of any other incidents between the involved parties?

###### Interview Conclusion:

Thanked witness for honesty and time

Reviewed confidentiality concepts

Obtained signature on witness interview report

## 

## Interview #3: ***Subject / Respondent – Jerry Jones***

Conducted By: Carol Burns

Person Interviewed: Jerry Jones

Interview Location: San Antonio Office – Board Room C21

Interview Date: 2015-06-05

###### Credibility Assessment:

Jerry Jones is the manager of the San Antonio field office and has been in the position for three years. He was very inviting during the interview and provided a detailed account of the events.

###### **Interview Notes:**

###### Introduction:

Explained the purpose of the interview

Explained my role as lead investigator

Reviewed confidentiality concepts

Gave overview of protection against retaliation

Explained interview ground rules – ask for clarification, be candid and “I don’t know” or “I don’t remember” are acceptable answers

###### **Incident Overview:**

Please describe the events which took place on March 1, 2015

Was anyone else present who may have witnessed the incident?

If so, what was their involvement?

How did the victim respond to this alleged incident?

Precisely where and when did this incident occur?

Are you aware of any other incidents between the involved parties?

###### Interview Conclusion:

Thanked witness for honesty and time

Reviewed confidentiality concepts

Obtained signature on witness interview report

# Exhibit List:

#1 Interview Report: Referral Source – Janice Holmes

#2 Interview Report: Complainant – Marcy Wainright

#3 Interview Report: Subject/ Respondent – Jerry Jones

#4 Email: Subject to Complainant

#5 Performance Reviews: Annual performance reviews of involved parties

#6 Video Footage: Office video footage from day in question

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# Recommendations

###### Final Investigative Findings:

After reviewing the documentary evidence combined with the interviews it appears that the allegation is credible.

###### Final Recommendations:

We are recommending that disciplinary action be taken with Jerry Jones. The incident is a one-time occurrence and does not seem to represent a pattern of misconduct. Due to this mitigating factor we recommend a formal reprimand and one week of sensitivity training for Jerry Jones.

###### Organizational Action Plan

All parties should be contacted in six months for follow-up.