Workplace Investigation Intake Form

Use this form to capture a concern the first time it is reported. Record facts in the reporter's own words; do not judge or promise outcomes at intake. Keep the completed form in a restricted investigation file.

INTAKE DETAILS

Date and time received

Received by (name, title)

How received (in person, phone, email, hotline)

Case number

PERSON REPORTING

Name (or "anonymous")

Job title and department

Best way and time to reach them

Relationship to the people involved

TYPE OF CONCERN (CHECK ALL THAT APPLY)

☐ Harassment ☐ Discrimination ☐ Retaliation ☐ Safety or threat of violence ☐ Policy or conduct violation

☐ Fraud, theft, or misuse of funds ☐ Other: _____

PEOPLE INVOLVED

Name	Job title	Role (accused, affected, witness)	Contact

WHAT HAPPENED

What happened, in the reporter's words

When and where (dates, times, locations)

How often; has it happened before or been reported before?

Documents, messages, or other evidence the reporter has or knows about

SAFETY AND NEXT STEPS

Immediate safety concerns or interim measures needed

What outcome is the reporter hoping for?

INTAKE CHECKLIST

	YES	PARTLY	NO	N/A
Thanked the reporter and explained the non-retaliation policy.	☐	☐	☐	☐

Educational resource, not legal, tax, or accounting advice. IAG provides consulting, investigation, mediation, and training services and is not a CPA firm or law firm.

© 2026 Integrity Advisory Group, LLC

Explained that information is shared only with those who need to know; total confidentiality cannot be promised.	☐	☐	☐	☐
Acknowledged the report in writing (if the reporter can be contacted).	☐	☐	☐	☐
Preserved records (email, messages, video, files) and noted who holds them.	☐	☐	☐	☐
Notified HR leadership and, when appropriate, legal counsel and the insurer.	☐	☐	☐	☐
Selected an impartial investigator with no reporting line to the people involved.	☐	☐	☐	☐

SIGN-OFF

Intake completed by (signature) _____ Date _____

IAG conducts neutral workplace investigations for employers in Illinois and California, often at counsel's direction. **Talk with an advisor: integrityadvisorygroup.org/contact**

Educational resource, not legal, tax, or accounting advice. IAG provides consulting, investigation, mediation, and training services and is not a CPA firm or law firm.

© 2026 Integrity Advisory Group, LLC