
INVESTIGATION INTERVIEW PROTOCOLS

TO THE COMPLAINANT

- What happened?
- When did it happen?
- Where did it happen?
- What preceded the incident?
- What did the Alleged do or say?
- What did you do or say?
- What happened in addition to or since the incident?
- Who may have seen or heard the incident?
- Has this type of behavior happened previously?
- Has the Alleged made or carried out any threats related to the alleged incident?
- Do you know or suspect there are other victims by the Alleged? If so, who?
- To what extent were others in control (e.g., Crew Leader, Supervisor) informed of the situation?
- Have you discussed this incident with any others?
- What is the Complainant's desired outcome regarding this incident?

TO THE ALLEGED

- Were the Alleged and Complainant working together on the date(s) of the incident(s)?
- Does the Alleged recall any interaction with Complainant on those dates? If so, what was the context of the interaction?
- When did it happen?
- Where did it happen?
- What preceded the incident?
- What did Alleged do or say?
- What did the Complainant do or say?
- What happened in addition to or since the incident?
- Who may have seen or heard the incident?
- Were there any witnesses present?
- What was the substance of any conversation between the Complainant and Alleged?

TO THE WITNESSES

- What happened?
- What was said by the Alleged?
- Did the Alleged touch the Complainant in any way?
- When did all of this happen?
- Who else was present?
- What (if anything) did the Complainant say or do in response to the alleged conduct?
- Did anyone else say or do anything during the incident?
- Did the witness later tell anyone about the incident? If so, who and what was their response?
- Did the Complainant ever discuss the issue of the incident with the co-employee?
- How did the Complainant respond to the incident?
- Did the co-worker notice any appreciable change in the Complainant's behavior?