



BULLYING, DISCRIMINATION, AND HARASSMENT INVESTIGATION CHECKLIST

This civil rights Investigation Checklist is to be used by the District Civil Rights Coordinator or a designated school administrator or department supervisor any time they are investigate allegations of bullying, hazing, retaliation, discrimination, harassment, or sexual harassment of an employee as described in Nebo School District Policies GBEB, JDD/GBEA, and/or GCPD. **Carefully follow the investigation procedures outlined in Section 10 of Nebo School District Policy GBEB.** The investigation file should be kept separate from personnel or student education files.

Victim(s):		Respondent(s):	
Check the box(es) to indicate the type of alleged conduct being investigated:			
<input type="checkbox"/> Abusive Conduct <input type="checkbox"/> Harassment		<input type="checkbox"/> Bullying/cyber-bullying <input type="checkbox"/> Hazing	
<input type="checkbox"/> Discrimination <input type="checkbox"/> Retaliation			
Check the box(es) to indicate the basis of possible discrimination or harassment:			
<input type="checkbox"/> Race/color/national origin <input type="checkbox"/> Pregnancy		<input type="checkbox"/> Sex/gender <input type="checkbox"/> Disability	
<input type="checkbox"/> Sexual orientation <input type="checkbox"/> Age		<input type="checkbox"/> Gender identity <input type="checkbox"/> Status as a veteran	
<input type="checkbox"/> Religion <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 provided to HR Director)
- _____ Video, documents, and other physical evidence identified and preserved
- _____ Employee victim interviewed / Complaint form received
- _____ Respondent interviewed / written response received
- _____ Witnesses interviewed / witness statements received
- _____ Investigation Report completed (findings of fact, conclusions, determination of policy violations - NSD Policies GBEB, JDD/GBEA, and/or GCPD, and recommendations)
- _____ Copies of Investigation Report provided to victim and respondent (revised and redacted as legally appropriate and necessary)
- _____ Effects on victim remedied (if applicable)
- _____ Effects on workplace environment remedied (if applicable)
- _____ Disciplinary action imposed (if applicable)
- _____ Other recommendations completed (if applicable)
- _____ Investigation closed