



**Allegation(s) of Misconduct Reporting Form**

This document should be initiated when a complainant is reporting an Allegation(s) of Misconduct:

- The complainant must provide a written statement of the incident to the appropriate chain of command per the reporting process found in the HR Manual and/or the [Code of Pastoral Conduct and Policy Regarding Sexual Abuse of Minors Handbook](#).
- The receiving individual of this reporting form will review and investigate all written statements of an allegation(s) of misconduct and provide the final outcome to the appropriate individuals.
- The information provided and discussed must remain as confidential as possible.

**SECTION I: Complainant Information:**

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Date of Meeting: \_\_\_\_\_ Location: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**SECTION II: Accused Information:**

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Relationship to Complainant: \_\_\_\_\_ Location: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**SECTION III: Details of Allegation(s) of Misconduct:**

1. Date of Incident: *(if more than one incident, please report each event on a separate form)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Where did the specific incident occur: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Statement and explanation of event that occurred: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



4. How did you react to the situation? Did you take any action to stop the perceived inappropriate behavior?:

Horizontal lines for response to question 4

5. Did you report the incident to anyone at your location? If yes, who and when?:

Horizontal lines for response to question 5

6. Were there any witnesses to this specific incident? (If yes, please provide their names):

Horizontal lines for response to question 6

7. Is there any physical evidence that supports your complaint? (If so, please describe and/or attach a copy of the evidence):

Horizontal lines for response to question 7

8. What is your desired outcome of the investigation:

Horizontal lines for response to question 8

SECTION IV: Completion of Initial Meeting:

Complainant Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_
Witness Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_
Director of HR: \_\_\_\_\_ Date Completed: \_\_\_\_\_



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**SECTION IV: Meeting with Accused:**

**Date and Time of 1<sup>st</sup> Follow-Up Meeting:** \_\_\_\_\_  
**Date and Time of 2<sup>nd</sup> Follow-Up Meeting:** \_\_\_\_\_  
**Date and Time of 3<sup>rd</sup> Follow-Up Meeting:** \_\_\_\_\_  
**Date and Time of Final Follow-Up Meeting:** \_\_\_\_\_

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**HR Use Only:**

- Completed Investigation Notes (if applicable)**
- Placed documents and notes in Confidential Investigation File**
- Informed other relevant parties (if applicable)**