





Appendix 3: Bullying and Harassment Summary Form for Human Resources Manager

To be completed for all cases of alleged Bullying & Harassment by H. R. Manager & placed at the front of the case file:

Name of HR Manager handling case	
Name & position of Investigator appointed with HR Manager	
Name of Complainant	
Name(s) of the alleged perpetrator(s)	
Please indicate how the case has been handled*	Handled under Raising Concerns Handled as a Complaint
Date Complaint/Concern raised	
Date Investigation initiated	
Date Case Closed	
Has Mediation been considered* If no, please indicate why	Yes/No
Please indicate how resolved*	Formal/Informal
Are there documented progress updates on file with all parties involved*	Yes/No
Is there evidence on file to support updates to all parties involved where timescales stretch to outside of procedure?*	Yes/No

*** Please delete as appropriate**