



Archdiocese of Agaña

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WORKPLACE INVESTIGATION ACTION PLAN

| | |
|--|--|
| Nature of alleged incident: | |
| Date, time and place of alleged incident: | |
| People involved in alleged incident: | |
| Persons who reported alleged incident: | |

| ACTION REQUIRED | BY WHOM | BY WHEN | DONE |
|---|----------------|----------------|-------------|
| Locate relevant Documents ➤ Company /Employee Policies ➤ Others | | | |
| Labor Laws | | | |
| Employment Contracts/Relevant reports | | | |
| Prepare List of People to Interview | | | |
| Arrange times and locations for interviews | | | |
| Who is conducting the interview? | | | |
| Who else needs to know? ➤ Police? ➤ Supervisors? ➤ Managers? ➤ Dept. Head? ➤ Archbishop/Vicar General | | | |
| Conduct Interviews | | | |
| Prepare notes/statements from interviews and recommend action | | | |
| Follow up with: ➤ Complainant ➤ Accused ➤ Witnesses | | | |
| Follow up for possible Retaliation Issues | | | |