



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 <ul style="list-style-type: none"> ➤ 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? <ul style="list-style-type: none"> ➤ Police? ➤ Supervisors? ➤ Managers? ➤ Dept. Head? ➤ Archbishop/Vicar General 			
Conduct Interviews			
Prepare notes/statements from interviews and recommend action			
Follow up with: <ul style="list-style-type: none"> ➤ Complainant ➤ Accused ➤ Witnesses 			
Follow up for possible Retaliation Issues			