# Discrimination Complaint Investigation Checklist

1. Hear the complaint quickly and confidentially
2. Plan on impartiality
3. Begin the discussion
4. Ask comprehensive investigation questions
5. Warn of retaliation
6. Require confidentiality
7. Finalize the initial meeting
8. Separate if necessary
9. Talk to witnesses, if any
10. Review any evidence or documents
11. Speak to the accused
12. Review the evidence
13. Finalize the complaint
14. Provide training