

Investigation Form Template

Section 1: Rights Read to the Complainant

Any member of the ethics committee can fill out this form and conduct the interview. The completing member shall create a copy of this template, and share it with all members of the ethics committee. From that point, they will have 1 week to read the document and make a decision from the time of completion of this form. At the start of the interview, the Ethics Officer must read the following rights to the complainant:

1. You have the right to confidentiality within the bounds of the investigation. Your information will be shared only with those who need to know as part of the mediation process.
2. You have the right to present evidence and request witnesses to support your case.
3. You have the right to fair and impartial treatment throughout the mediation process.
4. You have the right to withdraw your complaint at any time, though the VOEC may choose to proceed if the matter involves broader organizational concerns.
5. You have the right to be informed of the findings and outcome of the mediation process.

The Ethics Officer will proceed only after the complainant acknowledges these rights.

Section 2: Complainant Information

- Full Name:
- Position/Role in Organization:
- Contact Information:
- Date of Report:

Section 3: Respondent Information

- Full Name:
- Position/Role in Organization:
- Contact Information:

Section 4: Incident Information

- Nature of the Conflict:
- Date(s) of the Incident(s):
- Location of the Incident(s):

- **Detailed Description of the Conflict:** (Please describe the issue in as much detail as possible, including names of all involved parties, witnesses, and any relevant context.)
- **Evidence Provided** (here please attach screenshots, documents, etc.):
- **Desired Outcome:** (What resolution or action do you hope to achieve through mediation?):

Section 5: Respondent Interview

- **Detailed Description of the the respondents perception of the Conflict:** (Please describe the issue in as much detail as possible, including names of all involved parties, witnesses, and any relevant context.)
- **Evidence Provided of their point of view** (include screenshots, documents, etc.):
- **Desired Outcome:** (What resolution or action do you hope to achieve through mediation?):

Section 6: Proposed Action

Each member of the committee shall select one of the following corrective actions to resolve this conflict.

Remedial Actions

Should the VOEC identify ethical violations or concerns, it has the authority to:

1. **No Remedial Action**
2. **Recommend Further Training:**
 - Mandate targeted training for individuals or groups involved in the issue.
3. **Issue Warnings:**
 - Provide verbal warning
 - Provide a written warning
 - Issue final written warning
4. **Terminate Employment:**
 - Terminate any individual's position within the organization, except for board members, who require a vote by the board they serve on for removal. You can only recommend termination to the board.
5. **Expunge Unfair Warnings:**
 - If the VOEC finds any warning—verbal, written, or final—to be issued unfairly, it has the power to:
 - Expunge the warning from the individual's record.
 - Take corrective action against the party responsible for issuing the unfair warning if malice or bias is detected.
6. **Whistleblow to an outside organization such as the IRS, FDA, CDC, DOJ etc.**

Please specify which of the above whom and what corrective actions you believe should be taken.

Name	Whom	Remedy	Reasoning (2-6 sentences with evidence)
Zackery Samples			
Jacob Derin			
Naoshin Rahman			
Shayla Beniot			
Camille Gerolymatos			

Section 6: Final Action

The Ethics Chairperson shall serve the final decision to the complainant and respondent.

Please explain the final action in detail: