

CONFIRMATION OF INVESTIGATION SCOPE

Client	Example State Operations Office
Matter	Retaliation complaint, Budget Division (DEMO-2026-001)
Point of contact	Morgan Example, HR Director
Investigator	Demo Administrator, Transformative Workplace Investigations
Date	October 7, 2026

This document confirms the scope of the independent workplace investigation that Example State Operations Office has engaged me to conduct. Please review it and confirm that it accurately reflects the assignment. If anything should be corrected, added, or removed, please let me know before approving it. Once confirmed, this document defines the working scope of the investigation. If circumstances later require a material change to that scope, I will document the proposed change and obtain your approval before proceeding.

1. Concerns to be investigated

A senior budget analyst alleges that after raising concerns about overtime approvals in June, their supervisor removed them from the forecasting project, changed their schedule, and gave them a below-standard mid-year review.

The allegations I will address are:

- Removal from the forecasting project in July was retaliation for the June overtime complaint.
- The schedule change in August was retaliation for the same complaint.
- The mid-year review rating was lowered in retaliation for the complaint.

2. Participants currently identified

Complainant(s):

- Alex Sample, Senior Budget Analyst, Budget Division

Respondent(s):

- Bailey Example, Budget Manager, Budget Division

Witnesses:

- Cameron Demo, Budget Analyst, Budget Division
- Devon Placeholder, Forecasting Lead, Budget Division

3. Relevant time period

[Time period the investigation will cover.]

4. Investigative approach

I will interview the complainant(s), the respondent(s), and those witnesses I determine are likely to have relevant information, and I will review the documents and records the client and the participants provide. Interviews are recorded and transcribed with each participant's consent, in addition to my contemporaneous notes. I retain full and independent discretion over the investigative process, the analysis, and the conclusions I reach. Findings are made under the preponderance of the evidence standard and are factual findings, not legal conclusions.

5. Deliverable

A written report setting out the engagement and scope, methodology, executive summary, applicable policies, allegations and findings, and conclusion, with Appendix A (Evidence Reviewed) and Appendix B (Witness Statements). An oral report of the findings is available on request. Target completion: October 9, 2026.

6. Limitations

This investigation is a fact-finding process. It does not determine legal liability, and decisions regarding corrective action, remediation, or discipline remain with the client. Matters raised during the investigation that fall outside the concerns listed above will be noted and referred back to the client rather than investigated, unless the scope is expanded in writing.

7. Confidentiality and non-retaliation

Participants will be asked to keep the substance of their interviews confidential to the extent possible to protect the integrity of the process. The client confirms that retaliation against anyone who participates is prohibited and that any concern of retaliation should be raised with me promptly so that it can be addressed.

Confirmed on behalf of Example State Operations Office:

Name/Title: _____

Signature: _____ Date: _____