

Fact Finding Report

Re : Complaint by []

[Date]

Format of Fact Finding Report

Case Panellists

1. The following Panellists from the Panel Against Discrimination and Sexual Harrassment have been appointed by the Panel Convenor to review this case:

Allegations made by the Complainant

2. The allegations made by the Complainant are summarised as follows:

Evidence produced in support of the allegations of the Complainant

3. The evidence produced by the Complainant in support of the allegations made is summarised as follows:

Response of the Complainee

4. The Complainee's response to the Complaint is summarised as follows:

Evidence produced in support of the response of the Complainee

5. The evidence produced by the Complainee in support of his or her response to the allegations made is summarised as follows:

Finding of facts and conclusion by the Case Panellists

- 6.

Name of Panellist

Name of Panellist

Name of Panellist