**DESIGNATED EMPLOYEE KIT - Table of Contents**

***NOTE: VT Procedures formally assign the task of announcing both the initiation of the investigation and the conclusion of the investigation to the “designated employee.” The task of announcing any delays in the start or completion of an investigation, and announcing a retaliation investigation is NOT specifically addressed in the VT Procedures- those letters are included both here AND in the investigator tool kit.***

**Tab 1:** Letter Announcing HHB Investigation Initiation Delay to Complainant

**Tab 2:** Letter Announcing HHB Investigation Initiation Delay to Respondent

**Tab 3:** Letter Announcing Initiation of Investigation to Complainant

**Tab 4:** Letter Announcing Initiation of Investigation to Respondent

**Tab 5:** Letter Announcing Retaliation Investigation to Complainant

**Tab 6:** Letter Announcing Retaliation Investigation to Respondent

**Tab 7:** Letter Announcing Special Circumstances Delaying Completion of Investigation to Complainant

**Tab 8:** Letter Announcing Special Circumstances Delaying Completion of Investigation to Respondent

**Tab 9:** Letter Announcing Completion with No Violation Found to Complainant

**Tab 10:** Letter Announcing Completion with No Violation Found to Respondent

**Tab 11:** Letter Announcing Completion with COC (Code of Conduct) Violation Found to Complainant

**Tab 12:** Letter Announcing Completion with COC (Code of Conduct) Violation Found to Respondent

**Tab 13:** Letter Announcing Completion with HHB Violation Found to Complainant

**Tab 14:** Letter Announcing Completion with HHB Violation Found to Respondent

**Tab 15:** Staff/Student Conduct Form – Designee Version – OCT 2020