

Workplace Investigation Checklist

Date / /

Investigation Title _____

- Allegations clarified
- Substance exists to investigate
- Terms of reference confirmed
- Allegations provided to respondent in writing, invite to meeting sent
- All parties offered EAP and provided with an internal contact person
- Investigation planning matrix completed
- Investigation timeline established
- Evidence analysis framework established
- Documentary material sought and obtained
- Permission obtained to record interview(s) - audio or witness statement (circle)
- Interview, complainant, respondent and relevant witnesses
- Interview protocol provided prior to each interview
- Evidence analysis matrix completed
- Second interviews completed if necessary
- Evidence analysis matrix finalised
- Report drafted
- Appropriate manager to advise parties of outcomes and implement recommendations

Need a sounding board or an external investigator?

Call us on (02) 4963 7373 / 1300 665 144 or email us at email@peelhr.com.au