



How do I conduct an investigation?

	Yes	No
Do you have a need or the right to suspend any employees on full salary during an investigation under your Modern Award?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a suitable independent investigator?	<input type="checkbox"/>	<input type="checkbox"/>
Have you completed a detailed interview with all relevant parties?	<input type="checkbox"/>	<input type="checkbox"/>
Have you documented these interviews?	<input type="checkbox"/>	<input type="checkbox"/>
Have the interviewees signed the interview transcripts?	<input type="checkbox"/>	<input type="checkbox"/>
Have you reminded all interviewees of the requirement of confidentiality both now and in the future?	<input type="checkbox"/>	<input type="checkbox"/>
Have you documented any facts or findings?	<input type="checkbox"/>	<input type="checkbox"/>
Have you asked the alleged employee to come to a meeting and to bring along a support person?	<input type="checkbox"/>	<input type="checkbox"/>
Have you confirmed the allegation, suspension (if appropriate) and next steps to the alleged employee?	<input type="checkbox"/>	<input type="checkbox"/>
Have you advised the outcome appropriately to employees?	<input type="checkbox"/>	<input type="checkbox"/>
Did you find the case to be false 'on the balance of probability' and return the individual to normal duties?	<input type="checkbox"/>	<input type="checkbox"/>
Did you find the case to be proven 'on the balance of probability' and have either disciplined or terminated the individual with or without notice?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered 'No' to any of these you are either in breach of your legal compliance or alternatively not following 'best practice' employee relations. You should seek further qualified advice.