



What do I do if an employee has behaved badly?

	Yes	No
Do you have any evidence that this might be the case?	<input type="checkbox"/>	<input type="checkbox"/>
Can you resolve the situation with a meeting to confirm that the behaviours have been noticed and that they are deemed not to be appropriate and must cease immediately or not be repeated?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the ability to suspend an employee on full salary during an investigation under your Modern Award?	<input type="checkbox"/>	<input type="checkbox"/>
Have you found sufficient evidence to investigate further?	<input type="checkbox"/>	<input type="checkbox"/>
Have you asked the 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 and next steps to the employee?	<input type="checkbox"/>	<input type="checkbox"/>
Have you completed and documented a formal investigation while protecting confidentiality?	<input type="checkbox"/>	<input type="checkbox"/>
Have you put your findings to the individual with their support person present?	<input type="checkbox"/>	<input type="checkbox"/>
Do you ask them to respond to the allegations either immediately or in a reasonable time?	<input type="checkbox"/>	<input type="checkbox"/>
Have you documented all conversations and asked the employee to sign as accurate?	<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' to be proven 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.