



## How do I conduct an investigation?



- Do you have a need or the right to suspend any employees on full salary during an investigation under your Modern Award?
- Do you have a suitable independent investigator?
- Have you completed a detailed interview with all relevant parties?
- Have you documented these interviews?
- Have the interviewees signed the interview transcripts?
- Have you reminded all interviewees of the requirement of confidentiality both now and in the future?
- Have you documented any facts or findings?
- Have you asked the alleged employee to come to a meeting and to bring along a support person?
- Have you confirmed the allegation, suspension (if appropriate) and next steps to the alleged employee?
- Have you advised the outcome appropriately to employees?
- Did you find the case to be false 'on the balance of probability' and return the individual to normal duties?
- 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?

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.