

Procedural Fairness Checklist

This checklist outlines key procedural fairness requirements for workplace investigations, aligned with principles of natural justice.

- Conflict of Interest Check – Confirm independence and impartiality.
- Clarity of Allegations – Provide clear written allegations with full particulars.
- Right to Respond – Provide reasonable time and opportunity to respond; allow support person.
- Evidence Handling – Collect relevant evidence and disclose adverse material relied upon.
- Interview Conduct – Neutral questioning, accurate notes, opportunity for clarification.
- Consider All Evidence – Weigh evidence fairly and avoid pre-determined conclusions.
- Findings – Determine findings on balance of probabilities with clear reasoning.
- Outcome Communication – Provide written outcome; separate investigation from disciplinary decision.
- Right of Review – Offer internal review or appeal process where appropriate.

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