

Small Business Investigations - Process

STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
<p>Employer receives complaint.</p> <p>We assist with the review and development of your Terms of Reference.</p> <p>We develop our Investigation plan.</p>	<p>We spend time reviewing relevant information including policies and any other documents.</p>	<p>We develop interview plans.</p> <p>Complainant is interviewed.</p> <p>Respondent is interviewed.</p> <p>Witnesses are interviewed.</p>	<p>We analyse and draft our report.</p> <p>We share our report with you.</p> <p>We finalise and submit our report.</p> <p>You consider the report and take advice.</p>	<p>If a finding has been made, you provide the Respondent with an opportunity to respond.</p> <p>You make a final decision on disciplinary action.</p>

INVESTIGATION PLANNING Complaint consideration, Terms of Reference, Investigation Workplan.	INVESTIGATION Reviewing Policies (Code of Conduct), Interviewing Complainant, Interviewing Respondent, Interviewing witnesses.	INVESTIGATION REPORTING Analysing information, reinterviewing if required, draft report, review, final report
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