

# WORKPLACE INVESTIGATIONS

When an allegation of bullying, discrimination, harassment or other inappropriate workplace behaviour is made it is critical that your organisation investigates thoroughly and responds appropriately. Our experienced investigators bring their training, years of experience and objectivity to bear in identifying the issues for investigation, interviewing relevant witnesses and providing a comprehensive written report that outlines the allegations, relevant evidence and findings. Where requested, we also separately provide recommendations for improvements in workplace policies or practices to mitigate future risks.

Just some of the circumstances in which our clients find it useful to engage us include:

- Where there are serious allegations of breach of company policies or procedures such as bullying, harassment or discrimination claims;
- Where there are competing versions of events and expertise is required to identify the true state of affairs;
- Where allegations are made against senior managers or a CEO where there would be a perception of bias if a person employed by the organisation was to conduct the investigation



## WHAT YOU CAN EXPECT FROM US

- Assistance in identifying the investigation scope.
- Support in preparing communications to complainant, respondent and witnesses as required.
- Experienced investigators who are skilled in engaging sensitively or assertively as required with a range of personality types and who understand and apply the principles of natural justice in all dealings with respondents and/or their representatives.
- Preparation of written witness statements for all witnesses interviewed.
- Comprehensive Investigation report including an executive summary, outline of the process of the investigation, detailed findings of fact and clear recommendations (where requested).
- Fast turnaround and a pragmatic approach without compromising the integrity or thoroughness of the investigation.