

10 STEPS TO A FAIR AND EFFECTIVE INVESTIGATION

1 Define the Mandate

Clearly state the purpose, scope, and authority of the investigation.

2

Confirm Jurisdiction and Threshold

Ensure the issue falls within your scope and meets the criteria for investigation.

3

Frame the Allegations

Draft clear, neutral, and specific allegations based on available information.

4

Review Policies and Legal Context

Identify relevant workplace policies, agreements, and legal obligations.

5

Develop a Plan

Outline steps, timelines, resources, and contingencies for the investigation.

6

Identify Evidence and Witnesses

List and secure all relevant documents, digital records, and individuals to interview.

7

Prepare Interview Strategy

Create tailored, neutral questions and determine the interview sequence.

8

Ensure Fairness and Safety

Uphold procedural fairness and plan for trauma-informed, respectful interactions.

9

Mitigate Risks

Anticipate and address legal, reputational, and emotional risks.

10

Document and Communicate

Keep detailed records and inform parties of the process and expectations.



By following these steps, investigators lay **a strong foundation for impartiality, thoroughness, and compliance** with legal standards—ultimately fostering trust and confidence in the process and its outcomes.