

Investigation Checklist

For use by the person conducting the investigation call (Investigating Officer)
Please ensure you liaise with HR during the investigation process if needed

Employee Details	
Name	
Job Title	
Location	
Start Date	
Allegation	
Outline type of Misconduct (please refer to list of offences in the disciplinary policy as a guide)	
Date(s) alleged event took place	
Approx. time(s) alleged event took place	
Location(s) alleged event took place	
Brief outline of events:	
Investigation	
Investigating officer	
Discuss the allegation with the member of staff. <ul style="list-style-type: none"> Indicate date meeting took place. Please attach summary of discussion. 	_ / _ / _
Were there witnesses to the event? If so how many and who were they? Meet with witnesses and obtain statements from them. Please attach witness statements.	Name: Position: Name: Position: Name: Position: Name: Position:

Evidence	
Attach <u>all</u> documents you have referred to as part of this investigation *	Documents attached Yes / No
If you are using witness statements, and it is possible, please arrange for witnesses to be available for the hearing should their statements be challenged.*	Witnesses to be available Yes / No

Conclusion	
In your opinion as Investigation Officer, is there sufficient concern, and supporting evidence (either written or witnessed), to warrant disciplinary proceedings?	Formal Disciplinary Hearing Recommended Yes **/ No***
Reason to back up decision above:	

Once completed give this with the full investigation pack to the manager who would be the disciplinary manager

Disciplinary hearing	
Chair (this should ideally be someone other than the investigating officer)	
Date of Hearing	
Location of hearing	
Time of hearing	

* If a disciplinary hearing is recommended, all associated documents and witness statements should be included with the invite letter to allow reasonable time to prepare a response

** Please nominate an appropriate manager to chair the disciplinary. This document should be forwarded to them.

*** Ensure the colleague is notified that no further action will be taken