

Employee Misconduct Investigation Checklist

Processes

- Log the accusation.
- Consult the organization's code of conduct.
- Create a secure documentation folder (ideally this is online in a secure folder with proper permissions).
- Inform the relevant stakeholders.
- Ensure complainant's anonymity if requested.

Documentation and Reporting

- Conduct formal interviews with the complainant and the accused.
- Interview witnesses if applicable.
- Record and document all interviews.
- Write a detailed report.
- Present the report to relevant stakeholders.

Decision and Actions:

- Decide on a course of action.
- Document and communicate the decision.

Communication

- Communicate the outcome to the complainant first.
- Notify the accused and amend actions if necessary.

Legalities

- Forward reports to authorities if needed.
- Notify union representatives if applicable.
- Uphold the rights of all involved parties.

Fairness and Impartiality

- Treat all parties fairly.
- Base decisions purely on facts.
- Communicate transparently.

Investigation Requirements

- Ensure investigator is impartial and unbiased.
- Investigator should have no personal relations with stakeholders.

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*Please note that the information provided is for guidance purposes only and is not a substitute for professional legal advice. For serious or sensitive employee matters, it's always best to consult your legal counsel to ensure compliance with local laws and regulations.