



# INVESTIGATIONS IN THE WORKPLACE

## Overview

Problems and concerns can arise in the workplace which requires investigating. Whether it be a grievance or disciplinary matter, it is vital that such issues are dealt with fairly, consistently and without unnecessary delay.

The person tasked with conducting the investigation must be confident they know what is expected of them and how to carry out their role.

## Format

- Half day face to face session
- Learning takes place through a mix of presentation, group activities and individual activities
- As a group you will follow a case study from the initial suspicions through to concluding your investigation, allowing the opportunity to experience the role of an investigating officer

## Course Structure

- What is Time Management?
- When to investigate and informal action
- Suspension
- Who can investigate?
- Interviewing witnesses and the individual at the centre of the allegation
- Gathering other evidence
- Concluding the investigation & reporting findings

## Suggested Audience

This session is most suitable for those who are new to or have limited experience of conducting an investigation or those who would like a sound understanding of the processes involved, in the event they are asked to undertake a workplace investigation in the future.



“ The role of an investigator is to be fair and objective so that they can establish the essential facts of the matter and reach a conclusion on what did or did not happen. - ACAS June 2019 ”