

## Workplace Investigations

External focus – legally robust



### What is a Workplace Investigation?

An employer may need to consider investigating an issue, for example, when an incident has occurred which might be misconduct or a serious misconduct, or a complaint of bullying or harassment has been made.

Our People and Culture Specialists are experienced in all aspects of workplace investigations including:

- Investigations and the relevant law
- Strategies to avoid bias
- Establishing rapport
- Interviewing techniques
- Confidentiality
- Gathering relevant evidence
- Investigative report writing
- Ethical issues

### What are the benefits of using a Workplace Investigator?

Choosing an external organisation to complete a workplace investigation ensures an external focus and a legally robust process. It is important that the external organisation you select has specialist skills in this area and the investigators are licenced. You can rely on external investigators to be a wealth of knowledge, as it is their job to know everything about workplace investigation processes. They will also be there to answer any questions you may have, so they will educate you on the investigation process.

Seeking the assistance of a workplace investigator with the appropriate licence or accreditation provides your business the assurance that the investigator has appropriate skills and access to formal channels for making complaints.

*With our licensed, qualified and experienced investigators, you can be assured that the investigation will be carried out fairly, professionally and in accordance with relevant legislation.*