



# HOW TO CONDUCT A WORKPLACE INVESTIGATION

## 8 STEPS TO AN EFFECTIVE INVESTIGATION



### 1) ENSURE CONFIDENTIALITY

Protect the confidentiality of employee claims to the best of your ability.

### 2) PROVIDE INTERIM PROTECTION

Separating the alleged victim from the accused may be necessary to guard against continued harassment or retaliation.



### 3) SELECT THE INVESTIGATOR

The appropriate investigator should be able to investigate objectively without bias.

### 4) CREATE A PLAN

An investigation must be planned out to be effective and properly executed.



### 5) DEVELOP INTERVIEW QUESTIONS

Good questions are relevant and designed to draw out facts without leading the interviewee.

### 6) CONDUCT INTERVIEWS

The investigator should focus on being impartial and objective to gather and consider relevant facts.



### 7) MAKE A DECISION

Make the final determination of any employment actions that are warranted based on the investigative report.

### 8) CLOSURE

Once a decision is made, the employer should notify both the complaining employee and the accused of the outcome.

