



WORKPLACE INVESTIGATIONS

When a formal complaint of bullying, harassment or discrimination is made, it is important that the organisation responds to this. Workplace investigations are used to determine whether an alleged wrongdoing took place, and if so, whether it is a breach of a policy or rule. Workplace investigations can be conducted regarding allegations of bullying, sexual harassment, discrimination, victimisation or misconduct.

After determining that an investigation is required and the scope of the investigation, the steps involved in an investigation include:

- Meet with the complainant and develop a statement of allegations
- Meet with the respondent and witnesses
- Provide a record of interviews for each party to review and sign
- Gather documentary and other evidence
- Determine whether any of the allegations are substantiated
- Determine whether there has been a breach of policy or rule
- Make observations and/or recommendations if appropriate

My approach includes:

- Ensuring that parties understand confidentiality throughout and after the investigation
- Ensuring that parties understand the process and relevant policies
- Helping parties feel comfortable and are able to bring a support person if they need
- Conducting interviews and writing the report in a timely manner
- Making findings based on the evidence and maintaining complete impartiality

For more information, contact Jill on 0412 992 882 or jill@openroadconsulting.com.au

“Jill is a great investigator. Her investigations are timely, well written. Jill brings to complex situations a calm, pragmatic and insightful approach. Her skills in working with multiple participants and senior managers ensures an investigation process that is credible, respectful and fair. Jill is also skilled in the art of mediation and works well with a diverse range of participants in conflict to promote stronger and more professional relationships.”

Louise Gartland, Executive General Manager, People and Culture, VicRoads

“Jill is a great operator and I can highly recommend her services as a mediator and investigator in the workplace. She is diligent, professional and empathetic, and provides great insight, tools and advice to help resolve complex employee matters and grievances effectively.”

Tim Forrester, People and Culture Business Partner, VicRoads