



## Workplace Investigation Toolkit

Do you know how to undertake a workplace investigation?

HRBS have developed a step by step guide, including report templates to ensure that you are able to successfully run a workplace investigation to minimise the risks associated with workplace bullying.

The toolkit will equip you with the knowledge and tools necessary so that you are confident to conduct a workplace investigation in an objective and fair manner, ensuring that the principles of natural justice and legislative requirements are met.

**The toolkit costs \$595+ GST and includes:**

- Template letter to the complainant regarding the commencement of an investigation
- Template letter to the respondent notifying them of the complaint
- Template notice of meeting letter to the witnesses
- Template confidentiality agreement
- Suggested opening and closing statements for interviews
- Suggested opening questions for interviews
- Template witness statement
- Template post investigation letter to the complainant
- Template post investigation letter to the respondent
- Template investigation report
- A number of checklists
- Workplace investigation steps flow chart

There is also in-house training sessions and HR Hotline support available (telephone advice from one of our consultants). Please contact us if you require further information regarding these services.

Alternatively, HRBS can conduct your investigations for you for a fixed fee, or on a time-costed basis.

\*Toolkit available from late August 2014