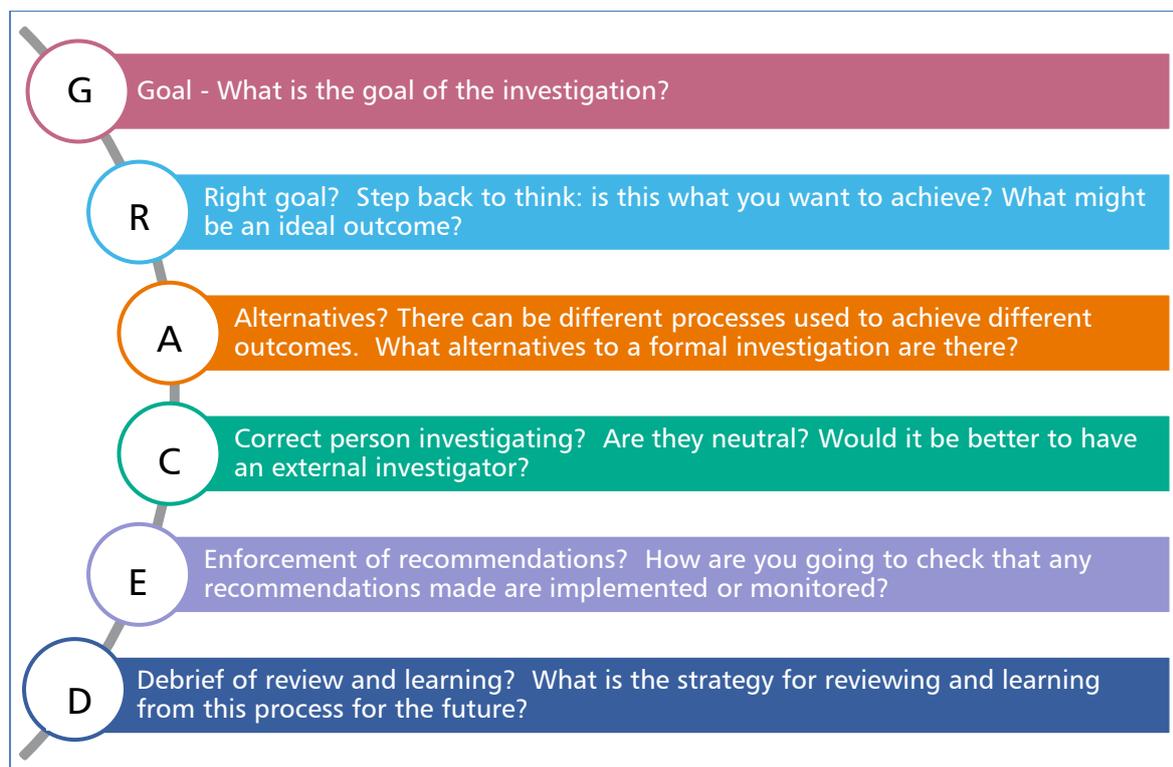


GRACED – Questions for any HR Department prior to starting an investigation

A checklist for any investigation

As part of CEDR's Foundation work into investigations, we have devised a checklist of questions which an HR department should be able to answer before commencing the investigation.



CEDR's Questions for any investigation prior to commencement © CEDR 2016

The checklist is intended to aid with decision making prior to starting an investigation and help focus on what the purpose of the investigation is going to be, consider alternative process options and think about outcomes and how to make changes from the start of the investigation.

At the start of the checklist, an organisation should be able to state clearly what the goal of having an investigation is. Having identified this, we have created an extra step where extra thought is given to the outcome and whether there are other outcomes which might be desirable that might be achieved by a different route.

The third stage is to consider alternatives to a formal investigation including for example the use of mediation or adopting a more problem-solving informal approach. There are many reasons that you might want to adopt this approach. For example in a team relationship dispute, where it might be better to focus on repairing the team's relationship over generating overly formal findings of fact which may antagonise a situation, it may be better to use a mediation process. At the fourth stage, thought can be given to who is going to conduct the investigation and whether they are appropriately neutral. Often using an external person can be of benefit in ensuring neutrality and an objective perspective.

At the fifth stage, thought needs to be given to how the investigation is going to end. For example, how would any recommendations that are made be enforced and what is the effect if they cannot be. This may prevent unsuitable recommendations from being made. Finally any organisation should think about its own debrief of review and learning of both the findings from the investigation and how the investigation was carried out.

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