



Assess your Investigation Procedures and Practices

Policies and Procedures	Yes	No	Unsure
Have you clearly identified who is responsible for dealing with harassment, bullying and discrimination complaints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that all parties are trained and educated on their rights and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have managers and supervisors been trained in the procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been made aware of their rights and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employee support people been trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have appropriately trained people leading your investigations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the procedures align with existing employee counselling (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the bullying, discrimination and harassment prevention procedures are consistent with existing personnel policies and practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the procedures are practical and workable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have in place procedures to ensure the confidentiality of personal information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investigation Practice	Yes	No	Unsure
Do you investigate the complaint within 4 days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have access to expert advice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you treat all complaints seriously and with sensitivity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are investigations confidential – people are talked to only on a “need to know” basis, neither the complaint nor the result is published or talked about?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investigations focus on uncovering the facts, not allegations or rumours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is more than one incident/complaint, each complaint is investigated separately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>