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.Darwin

.Alice Springs

.Katherine



Happy Christmas from CORP!

The Team at CORP would like to wish everyone a Happy & Safe Festive season and extend our gratitude for choosing to work with us this year.

We look forward to seeing our current clients and some new faces at our training events in 2018!



Thanks again, The CORP Workplace Solutions Team

CORP Workplace Solutions in Darwin, Alice Springs and Katherine will be closed between 24 December 2017 –1 January 2018 and will reopen on 2 January 2018

Workplace Investigations at CORP

Organisations are regularly requested or are required to conduct independent and unbiased investigations into complaints by or about staff members. Failure to conduct investigations and resolve issues in a timely manner is increasingly leading to stress related workers compensation claims that relate to inappropriate workplace behaviours, compounded by untimely responses to issues.

Complaints are frequently complex and consume large quantities of an organisation's time and effort. The investigation of formal grievances and alleged disciplinary breaches require specialist skills and experience to ensure that your investigation is conducted in an impartial, timely, and cost effective manner.

You can engage CORP to conduct workplace investigations into a wide variety of matters including alleged:

Workplace incidents that may require disciplinary action including workplace bullying, harassment and discrimination include:

- harassment and victimisation
- Gross misconduct
- Verbal and physical abuse
- Provision of false and misleading information/making false complaints

General Process for Workplace Investigations

- Validation of grounds for a Workplace Investigation – review information, code of conduct and policies, and complete initial report. A referral to an alternate CORP or EASA service may result from the initial view.
- Agree Statement of Complaint, define parameters for investigation and agree timeframe.
- Scope investigation and agree avenues of inquiry and persons to be interviewed, agree procedural and natural justice requirements.
- Complete and document interviews, document findings and Recommendations are presented to client.

Contact CORP if you want to find out more about our Workplace investigation services

8941 5661 or corp@corp.org.au



Benefits of a Workplace Investigation

Whatever your industry, there will always be incidents that occur in the workplace. Whether large or small, it's important not to ignore these incidents as you could find that not investigating them will cost your business more than taking the steps to investigate them properly.

Workplace incidents cover everything from misconduct, bullying, harassment, grievances, conduct or breaches which may justify disciplinary action or dismissal.

It may seem easier to let incidents "sort themselves out" or to take a wait-and-see approach, but letting incidents slide in the workplace does not set a great example and support a safe work environment, impact your culture and the teams' performance and productivity. On top of that, you could find yourself in hot water with the Fair Work Commission, Anti-Discrimination Commission Qld (or other state and/or Federal based regulators) or worker compensation regulators, if action isn't taken.

Why should you investigate?

There are many reasons why you should investigate an incident, but there are two essential catalysts:

- An employee will lodge a complaint regarding another employee, for example concerning sexual harassment, bullying or micro-management. Or,
- You believe an employee's conduct justifies disciplinary action or dismissal, whether that is because of a breach of an organisational policy or illegal conduct.

Both sources should be treated with the same amount of attention and all incidents should be taken seriously.

What does investigating properly actually mean?

This is where things get tricky. Taking the steps to investigate an incident may seem daunting, as you'll need to take into consideration your legal obligation, collect evidence, interview witnesses, record statements, and prepare investigation reports, all while remaining impartial.

For any business, even ones with an internal HR department, this may seem like a time-consuming and costly task.

You may find the solution is getting the help of a third party to conduct the investigation.

Benefits of an independent investigation

There are many things that an independent investigation will deliver to your business. Most importantly, it is a great time and money saver, as well as insuring peace of mind.

Independent third-party investigations are guaranteed to be impartial. They won't have to take into consideration existing relationships or office gossip; they will only collect evidence and use that evidence to make a balanced and neutral finding.

The benefit of an independent party is also that they will provide an outsider perspective. They won't necessarily know the ins and outs of your business, but this is a blessing in disguise. You may find yourself overlooking things because of how you've always run your business, but a third party will not have the same distractions. They will follow all the proper protocols.

You can also rely on independent investigators to be a wealth of knowledge, as it is their job to know everything and anything about workplace investigation processes. They will also be there to answer any questions you may have, so you will not only be acting on your behalf but also will educate you on the investigation process.

One of the most important benefits is that an independent management consultant with specialist skills in the legislation, psychology and the process, will have extensive experience in investigating all types of incidents, minor or major, and you can rest easy that they will know exactly what they're doing. The industry knowledge and experience they have will be invaluable to your business.



Book your place in any November 2017
CORP Workshop
by 10 January 2017
and receive a >>>

Note: offer does not apply to CORP Talks

DONT MISS OUT ON THIS GREAT OFFER!

\$50
DISCOUNT

For further information,
or to register for a
CORP Workshop,
contact:

Darwin (Head Office)

P. (08) 8941 5661

F. (08) 8941 0746

corp@corp.org.au

www.corp.org.au

Alice Springs

(08) 8953 4225

easaalicesprings@easa.org.au

Katherine

(08) 8941 5661

corp@corp.org.au

Full Day Workshops

8.30am – 4pm

\$265* per person

Lunch & Refreshments

included

Half Day Workshops

8.30am – 12noon

\$140* per person

Refreshments included

CORP Talks

\$39* per person

ONLY 16* PLACES

AVAILABLE FOR EACH

WORKSHOP — get your

registration in early!

Workshop Locations

Darwin

Level 2 Highway Arcade,

47 Stuart Highway

Stuart Park NT

Alice Springs

Locations in town centre:

confirmed upon booking

Katherine

Regional Training Centre

19 Second Street

***Katherine conditions:**

\$285pp for full day

\$175pp for half day

\$45pp for CORP Talks

Maximum **10** participants

Darwin

Tues 6 Feb **CORP Talk! - Fixed vs Growth Mindset** **One Hour**

Tues 13 Feb **Staff Workshop— Emotional Intelligence** **Full Day**

Weds 28 Feb **Staff Workshop—Getting your Message Across: Key Communication Skills** **Full Day**

Weds 14 March **Leaders Workshop—Having Difficult Conversations** **Half Day**

ALICE

Limited places available in Alice Springs CORP workshops — please book early!

Thurs 30 March **Conflict resolution** **Half Day**

KATHERINE

Limited places available in Katherine CORP workshops — please book early!

Weds 15 March **Staff Workshop—Resilience: The Grit Factor** **Half Day**