

## What is a Workplace Investigation?

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 including sexual 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 review.
- 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 and present to client.

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