

Disciplinary checklist 2:

Role and responsibilities of the investigating Manager

The investigating Manager should:

- Establish the precise nature of the allegations and identify the evidence that would substantiate or refute them.
- Gather all the relevant facts.
- Make the investigation a priority and ensure it is carried out as quickly as possible.
- Remain impartial and objective. Do not pre-judge.
- Keep all matters and information confidential (except as is strictly necessary to carry out the investigation).
- Consider both sides of the story, ie look for evidence that is favourable to the employee as well as that which supports the allegations made.
- Summarise their findings in an investigatory report, concluding with their decision as to whether the case should continue to a disciplinary hearing and giving reasons for that decision.
- Be prepared to be present at (or available for) the disciplinary and / or appeal hearing to answer questions relating to their findings.

The investigating Manager should not:

- Allow themselves to be influenced by others (eg “I know other members of the department would be pleased if he left”).
- Be implicated or involved in the allegations (eg a witness).
- Express a view on whether the accused employee is guilty or not (this is for the chair of the disciplinary hearing to decide).



There's more to

