

[Investigation](#)

In cases where the facts are clear & undisputed or the allegations are admitted, a formal investigation may not be required.

Is a formal investigation required?

NO

Discuss with HR

YES

Line Manager to appoint Investigatory Manager

Line Manager to write to individual with details of allegation and name of Investigatory Manager

[Template letter \[docx\]](#)

Investigatory Manager to undertake investigation (e.g. gather witness statements, evidential documentation etc.)

Investigatory Manager to write to individual and witnesses (if relevant) to invite to investigatory interview

[Template letter – invite individual \[docx\]](#)

[Template letter – invite witnesses \[docx\]](#)

Investigatory Manager to hold investigatory interview

Investigatory Manager to undertake further investigation if required

Investigatory Manager to complete investigation report and send to line manager

[Template report \[docx\]](#)

[Disciplinary](#)





