



## **Workplace investigations – Disciplinary, grievance, whistleblowing, dispute or other complaint?**

**An effective collaboration to ensure a fair  
and timely process**

A dedicated experienced Birch-HR consultant will see if there is a case to answer and to make sure everyone is treated fairly. They will independently gather facts in a fair and objective way and help the client to see what happens next.



## The workplace investigator will:

Plan, draft and prepare terms of reference for the investigation to establish what needs to be investigated in line with best practice and the client ethos/values.

Identify anyone that needs to be spoken to “witnesses” and gather other sources of relevant evidence.

Provide the investigation findings, including; summarising the written and physical evidence, setting out each document, how the evidence is supported or did not support the findings and why.

Make recommendations at the end of the investigation and provide a written report. They will not recommend a possible sanction.

Attend a hearing, appeal or tribunal if evidence needs to be presented or questions asked.

Ensure adherence to policies, law, data protection, contracts of employment and right to privacy.

Provide HR support and advice.

Maintain confidentiality.

Benefits: Essential support when conducting an impartial, fair and objective investigation, reducing the time to start and resolve a case/complaint, ensure legal compliance, risk management, help to protect employer reputation, clear process which limits the negative impact on well-being and levels of disruption. Independent view of a situation, with a wealth of experience and knowledge.

