

# INVESTIGATING MISCONDUCT ALLEGATIONS

MANAGER:	EMPLOYEE NAME:
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JOB TITLE:	JOB TITLE:	LENGTH OF SERVICE:
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Allegations: What are the specific allegations? How are they referenced in, or relevant to, your conduct policy e.g. inappropriate or offensive language, abuse of company policy?

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Impact: What is the impact of the alleged misconduct e.g. cost to business, reputational damage, impact on others?

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People involved: (List all of the people that have been referenced or are involved and their job titles)	Evidence to collate: (List all of the evidence to be collated)
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Timeline of events: (Detail the chronology of the events by date)	Notes: (Capture any considerations that may be relevant to the case, e.g. relationships)
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Investigation questions: (As you read through the evidence and supporting documentation, capture the questions you need to ask of those involved)

Question	Who
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*(continued on next page)*

