# Investigation Process Flow

Investigator makes decision on next steps. Possible Outcomes:

1. Disciplinary Action
2. No Further Action Needed
3. Other Steps to be taken

Allegations/Complaint/Serious Concerns arise

Investigator must ensures all elements of the company disciplinary policy are being followed throughout this process.

Investigator prepares Investigation Report which include meeting notes, relevant evidence, reports and/ or witness statements.

Responded gets the opportunity to respond to allegation. Meeting held by Investigator and meeting notes documented

Investigation Hearing

Employee advised of allegation and invited to attend an investigation hearing

Investigator Appointed

Determine if Suspension is necessary