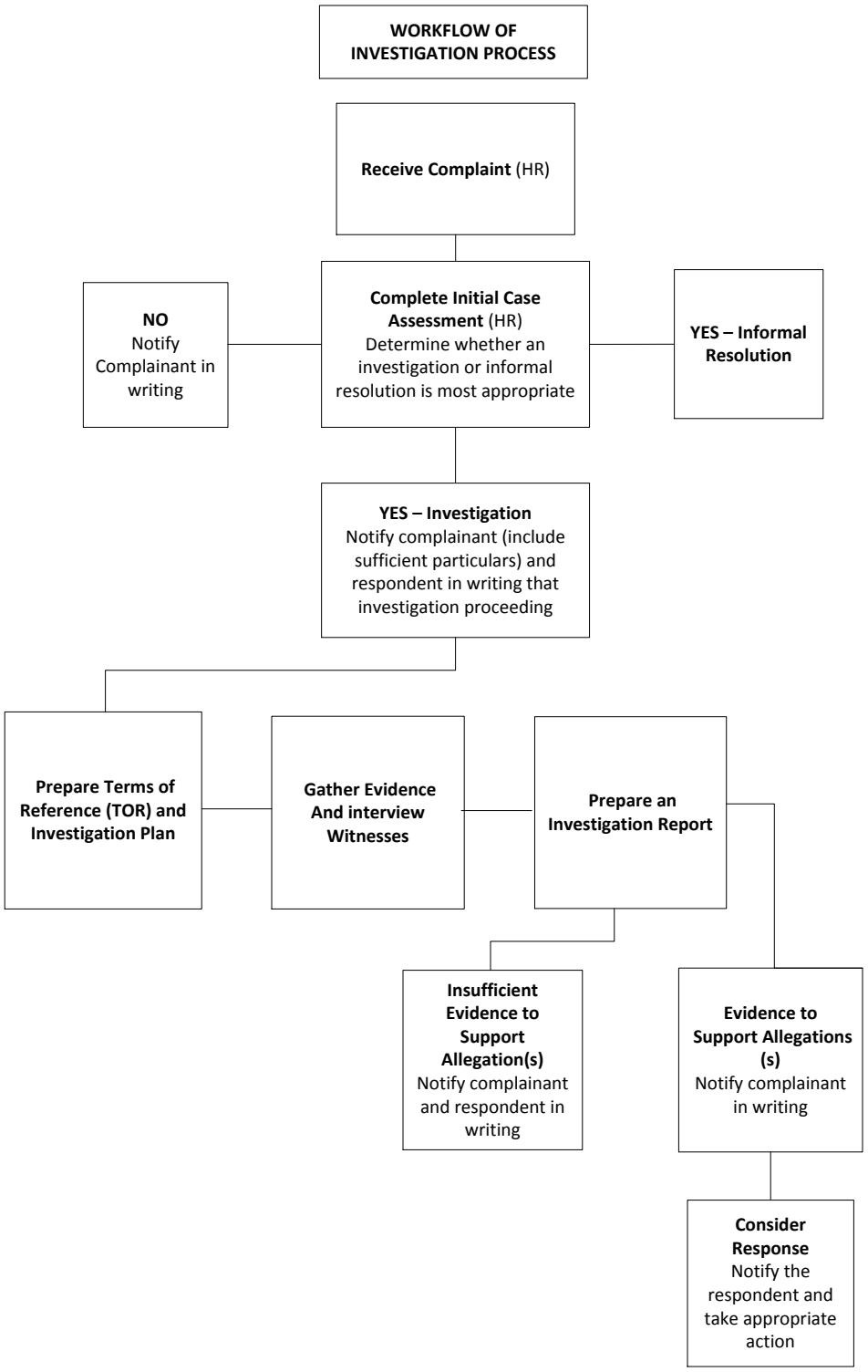
WORKFLOW OF INVESTIGATION PROCESS
Receive Complaint (HR)
NO Notify Complainant in writing
Complete Initial Case Assessment (HR) Determine whether an investigation or informal resolution is most appropriate
YES – Informal Resolution
YES – Investigation Notify complainant (include sufficient particulars) and respondent in writing that investigation proceeding
Prepare Terms of Reference (TOR) and Investigation Plan
Gather Evidence And interview Witnesses
Prepare an Investigation Report
Insufficient Evidence to Support Allegation(s) Notify complainant and respondent in writing
Evidence to Support Allegations (s) Notify complainant in writing
Consider Response Notify the respondent and take appropriate action