WORKFLOW OF INVESTIGATION PROCESS

Receive Complaint (HR)

Complete Initial Case Assessment (HR)
Determine whether an investigation or informal resolution is most appropriate

YES – Informal Resolution

NO
Notify Complainant in writing

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