

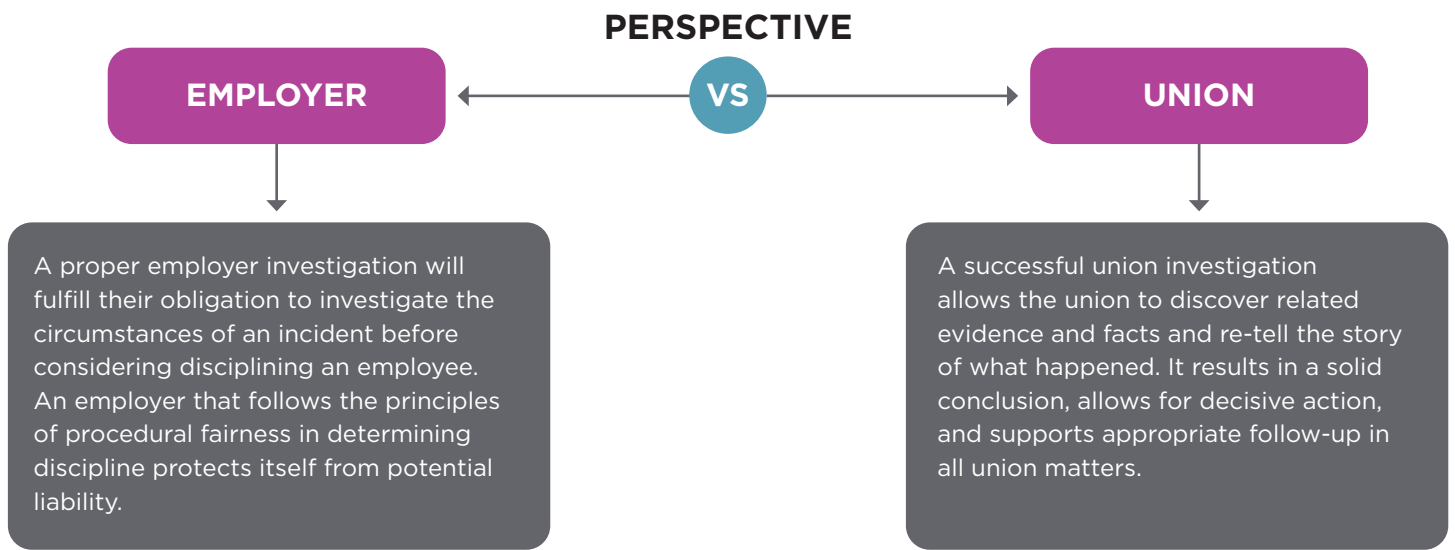
# INVESTIGATIONS

## PRINCIPLES OF INVESTIGATION

**Investigations are fact-finding exercises that collect relevant information on a matter.**

They are a form of due process that allow members to share their side of the story. Therefore, it is essential that the facts surrounding an issue or incident be fully investigated at the earliest possible opportunity. As time goes by, memories fade, details become unclear, and witnesses may become more difficult to locate or reluctant to be involved.

**Procedural fairness** is an underlying thread in investigations that ensures investigations are conducted objectively and that findings are unbiased.



**IMPORTANT!**  
Every effective workplace investigation regardless of its nature, must embrace four overarching principles:



**FAIRNESS:** Investigators need to approach investigations objectively and impartially. All parties involved must have the opportunity to provide all relevant information and to have the investigator consider it.



**TIMELINESS:** Investigators should endeavour to conduct investigations as soon as possible without sacrificing any of the other principles.

**NEUTRALITY:** Investigators must not have a personal stake in the outcome of the investigation or pre-judge the issue.



**THOROUGHNESS:** The investigator should endeavor to uncover and collect ALL available information and evidence in an impartial and objective manner to arrive at conclusions and decisions supported by facts.

