

April 2, 2025

# **WORKPLACE INVESTIGATIONS TOOLKIT INDEX**

This comprehensive toolkit equips HR professionals and managers with the tools needed to handle workplace investigations fairly, objectively and thoroughly.

We balance legal requirements, corporate ethics and expertise in human behaviour to provide a unique approach to workplace investigations.

We also provide training on workplace investigations to complement this toolkit and use case studies to bring the toolkit to life.

If you would like to purchase the full toolkit and/or discuss training, please contact us at [contact@impactlawyers.co.uk](mailto:contact@impactlawyers.co.uk)

## **Purpose of this Toolkit**

Workplace investigations are a critical fact-finding element of any disciplinary or grievance process.

The purpose of a disciplinary investigation is to determine whether there is sufficient evidence to convene a disciplinary hearing, and whether it is appropriate to do so in the circumstances.

The purpose of a grievance investigation is to determine whether the grievance should be upheld in full or in part and whether any further action is required.

Investigations are central to a fair process and to identifying the facts behind and reasons for any misconduct/unfair treatment.

Yet many are undertaken by individuals with no training in workplace investigations and/or in-depth knowledge of how to conduct them. Given their importance within the field of employment law, this is not only unfair to the investigator and person being investigated but it also leaves organisations open to significant cultural, reputational and legal risks.

A well-conducted investigation can:

- ensure procedural fairness for all parties involved.
- protect the organisation from legal risks, reputational damage, and financial claims.
- foster a culture of accountability and transparency in the workplace.
- support compliance with the ACAS Code of Practice, Employment Rights Act 1996, Equality Act 2010, and other relevant laws.

This toolkit provides HR professionals and managers with a structured, legally sound framework to manage investigations effectively, reducing risk and promoting workplace trust and confidence.

## Contents

- 1. Introduction and Investigation Fundamentals**
- 2. Employment Law Landscape**
- 3. Types of Investigation**
- 4. Roles and Responsibilities**
  - a. Role of the investigator
  - b. Other roles and responsibilities – HR, line managers, witnesses, note takers, disciplinary and grievance hearing officers, Tribunal Judge
- 5. Key Skills and Considerations for Investigators**
  - a. Investigator skillset
  - b. Core principles of human behaviour
  - c. Culture, ethics and integrity
  - d. Confidentiality
  - e. Project management
- 6. Workplace Investigations Framework**
  - a. Terms of reference, preparation and planning
  - b. Evidence collection and interviews
  - c. Analysis and decision-making
  - d. Reporting and follow-up
- 7. Appendices**
  - a. Investigator Briefing Document
  - b. Flow Chart
  - c. Template Terms of Reference
  - d. Template Investigation Plan
  - e. Template Chronology, Timeline Planner and Evidence Tracker
  - f. Invite to Interview Letters
  - g. Template Interview Script
  - h. Template Note Taking Form
  - i. Follow up to Interview Letter
  - j. Keeping in Touch Letter
  - k. Template Investigation Report
  - l. Case Studies
  - m. Examples of Report Writing Errors
  - n. Outcome of Investigation Letter

If you would like to purchase the full toolkit and/or discuss training, please contact us at [contact@impactlawyers.co.uk](mailto:contact@impactlawyers.co.uk),