

CHECKLIST: BRIEFING THE INVESTIGATOR

<input type="checkbox"/>	<p>Specifics of the allegation as confirmed by the complainant, including any supporting forms or written materials provided.</p>
<input type="checkbox"/>	<p>All correspondence with the complainant and copies of pertinent documents such as:</p> <ul style="list-style-type: none"> ❖ Industrial instruments ❖ Legislation ❖ Contracts ❖ Relevant policies and procedures ❖ Training records.
<input type="checkbox"/>	<p>Details of training received by either the complainant or the respondents.</p>
<input type="checkbox"/>	<p>Information on any sensitivities or background details that may assist the investigation, such as:</p> <ul style="list-style-type: none"> ❖ Have similar complaints been made previously? ❖ Has the complainant made similar complaints before? ❖ Have the respondents faced similar complaints before? ❖ Details of relevant interpersonal issues or conflicts.
<input type="checkbox"/>	<p>A summary of the process to date, including a chronology of events, especially if there has been prior investigation or management of the complaint before referral to an investigator.</p>
<input type="checkbox"/>	<p>Any created statements.</p>



Reporting requirements and organisational charts.



Identification of all stakeholders and potential witnesses.