

CHECKLIST: FINALISING THE INVESTIGATION REPORT

<input type="checkbox"/>	Have all issues outlined in the terms of reference been addressed?
<input type="checkbox"/>	Have all respondents, who might face an adverse finding, been informed of each relevant allegation and given the opportunity to respond?
<input type="checkbox"/>	Have all relevant witnesses been interviewed?
<input type="checkbox"/>	Have all interviewed witnesses signed their statements?
<input type="checkbox"/>	Have all relevant pieces of evidence, such as emails, photos, texts, policies, documents etc discovered during the investigation been obtained?
<input type="checkbox"/>	Where necessary, has relevant evidence been presented to witnesses?
<input type="checkbox"/>	If the investigation involves workplace health and safety, has an expert opinion been obtained if required?