

CHECKLIST: TERMS OF REFERENCE

<input type="checkbox"/>	<p>Scope of the Investigation: Define the circumstances and issues to be investigated and the specific questions to be answered. Clarify what is being investigated, which may relate to the complaint but could also be broader, such as a range of complaints including harassment or management inaction on processes.</p>
<input type="checkbox"/>	<p>Reporting Requirements: Determine if the situation is particularly sensitive, requiring interim oral reports to help the organisation plan for the likely ultimate findings.</p>
<input type="checkbox"/>	<p>Findings or Recommendations: Specify what findings are required and what are not, as well as whether recommendations are needed. This could include recommendations related to specific events or systematic changes.</p>
<input type="checkbox"/>	<p>Recipient of the Report: Define who the report is to be addressed to and who is likely to access it.</p>
<input type="checkbox"/>	<p>Special Protocols: Are there any special protocols or requirements that must be followed including contacting/not contacting specific people.</p>
<input type="checkbox"/>	<p>Written Report: Decide whether a written report is necessary or if some cases might only require an initial briefing.</p>
<input type="checkbox"/>	<p>Limitations on Scope: Note any limitations on the scope of the investigation, such as restrictions on witnesses or documents.</p>
<input type="checkbox"/>	<p>Timeframe: what is the expected timeframe that the investigation will need to be completed within.</p>



Neutral Tone: Ensure the terms are written in a neutral tone, not suggestive of any particular outcome.

INVESTIGATOR'S AUTHORITY



Access to information: What information will be made available to the investigator? Relevant people will need to be informed and asked to cooperate.



Authority to contact and interview: Does the investigator have the authority to contact and interview relevant individuals?



Where additional matters outside the initial scope are uncovered during the investigation, the investigator should request an amendment to the terms of reference and include these new issues prior to proceeding to investigate them.

INVESTIGATOR'S OBLIGATIONS



Act fairly and without bias.



Provide those implicated in the investigation a full opportunity to participate and present relevant information.



Conduct all reasonable inquiries to gather evidence before making any findings.

INVESTIGATOR'S LIMITATIONS



Identify any limitations placed on the investigator, including whether they are asked to make findings, recommendations, or both.