



WORKPLACE INVESTIGATIONS

Our team have extensive experience in conducting complex and sensitive workplace investigations into allegations of Bullying, Sexual Harassment and Discrimination in the workplace. Engaging an Independent HR Consultant to conduct your investigation will enable the employer to remain at 'arms-length' from the process, allowing you to make unbiased decisions based on our investigation findings. We can also assist you with strategies to repair relationships after the investigation process is complete.

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We take a risk management approach when conducting an investigation on your behalf, and will respond with a sense of urgency to minimise the disruption to your workplace. Our workplace investigation services include:

- **Conducting interviews with both the complainant and the respondent**
- **Identifying and conducting interviews with witnesses and management**
- **Reviewing company policies, procedures and practices**
- **Drafting notification letters to all parties**
- **Independent Investigation Report with findings**
- **Recommended post investigation solutions**
- **Fairness at Work training**
- **Access to our legal advisor at HWL Ebsworth Lawyers**

POST WORKPLACE INVESTIGATIONS SERVICES

Our point of difference is that we stick around after the investigation, to help clean up the mess! Sometimes, the damage caused as a result of an employee making allegations is considerable. We step up when it comes to helping our clients to rebuild and repair the working relationships between all the parties.

Sometimes the primary cause of a complaint can be the results of personality differences between the complainant and the respondent.

We have successfully used personality profiling to provide coaching to each party, on how to understand and work with different personality types more effectively. This process is particularly effective where both parties continue to work together after the investigation, and where we identify that one of the major contributing factors to the allegations being made was as a result of personality differences.

HOW TO BUILD A BRIDGE

Our post-investigation services include a combination of tried and tested solutions aimed at helping people to 'build a bridge' and move on quickly and positively after the investigation.



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POST WORKPLACE INVESTIGATIONS SERVICES



WORKPLACE INVESTIGATIONS TRAINING AND TOOLKITS

Some of our proven strategies include:

- **Mediation meetings**
- **Personality profiling**
- **Team debriefs**
- **Policy training**
- **Leadership development**
- **Team building workshops**
- **Coaching**

TRAINING AND TOOLKITS

Radford HR offers workplace investigations training, specifically designed for internal HR practitioners responsible for conducting their own investigations.

Our Workplace Investigation Toolkit, contains all of the essential documents required to conduct a 'procedurally fair' internal investigation, such as:

- **Templates**
- **Letters to employees**
- **Sample Policies**
- **Flowchart process**
- **Interview questions**
- **Potential outcomes**
- **Summary of the Law**

Contact Radford HR to find out more about our workshop investigation services.