

## Appendix A – Investigation Process

### Investigation Steps

1. All concerns raised under the whistleblowing policy, should be thoroughly investigated; the purpose of the investigation is to establish the facts surrounding the alleged concerns.
2. An Investigating Officer should be appointed, this will be an appropriate person selected by the person who has received the whistleblowing concerns. The person receiving the concern can undertake the investigation themselves or appoint an appropriate alternative, who may be external.
3. The investigation should be conducted in a timely fashion since it is in the interests of all parties that the matter be dealt with quickly and efficiently. Some investigations are more complex than others but in general they should be carried out within 10 – 20 working days of the Investigating Officer being appointed. Where these deadlines cannot be adhered to, then the employee should be informed.
4. The Investigating Officer is responsible for ensuring that the investigation is documented and the findings, if any, are supported by reliable evidence. They must:
  - a) Write to the member of staff advising them of the investigation and inviting them to a meeting to provide information relevant to the investigation.
  - b) Collect all documentation relevant to the investigation.
  - c) Interview witnesses (if appropriate) and consider any other written or physical evidence that supports the case.
  - d) Create the witness statements electronically and get them signed by the witnesses.
  - e) Produce a final report covering the findings, any key issues that arose during the investigation, including any conflicting evidence. The report should also state whether they feel there is a case to answer or not