

# Workplace Investigation Follow-Up Checklist

Not following up is one of the most common mistakes that employers make when it comes to workplace investigations. Follow-up may be the last step in the investigative process, but it is one of the most important. It provides an opportunity to address workplace issues. Use this checklist as a basic guide to complete follow-up for your investigations.

- Submit investigation report to the decision-maker to determine next steps.
- Communicate the outcome to both the complainant and subject of the investigation. Avoid discussing the outcome of the case with other employees unless it is necessary.

- Communicate to the complainant and subject the course of action that the company has chosen to follow.

- No Action Taken

- Disciplinary Action:

- Warning

- Demotion

- Other: \_\_\_\_\_

- Re-Training

- Suspension

- Termination

- Address any questions or concerns that are brought up by the subject/complainant.
- Remind the subject and complainant that retaliation is unacceptable and will be taken seriously if it occurs.
- Review the investigation report to identify any organizational issues that may have enabled this misconduct.

- If an organizational issue is found, consider what action(s) should be suggested to senior management:

- Introduce more internal controls to increase accountability.

- Implement new training programs to increase employee awareness of misconduct.

- Other: \_\_\_\_\_  
\_\_\_\_\_

- Ensure the subject has met all disciplinary requirements. If these requirements are still being fulfilled, record progress regularly.
- Document all components of the investigation for future reference.