

WORKPLACE INVESTIGATIONS

When a concern of workplace bullying is raised, an investigation may need to take place. Employment New Zealand (2020) provides an overview of the things that should be considered and prepared for in the link below.

[Employment New Zealand Workplace Investigations](#)

Here is a quick overview of some of the key points raised.

- An investigation is to determine the facts.
- An investigator needs to be neutral and unbiased.
- Worksafe New Zealand can carry out investigations.
- Other experienced unbiased professionals such as HR may also be appropriate for carrying out an investigation.
- A Terms of Reference will need to be drawn up to clearly outline the issue, the process as well as identify who the investigator will be, who will be interviewed and the timeframe for the investigation.
- Witnesses will be identified and interviewed.
- The employee being investigated will receive a copy of the interview statements from witnesses in advance of their own interview.
- A report will be drawn up outlining concerns and findings along with reasons and thinking.
- Decisions and recommendations are not to be included within the report.

[Employment New Zealand \(n.d.\). Investigations. https://www.employment.govt.nz/resolving-problems/steps-to-resolve/disciplinary-action/investigation/](https://www.employment.govt.nz/resolving-problems/steps-to-resolve/disciplinary-action/investigation/)
