

## Human Resource Policy 23 - Termination for Just Cause Excluded & Included Employees

### Appendix 3 - Investigation Best-Practice Protocols Checklist

Last updated November 3, 2017

This checklist must be completed and submitted with the administrative due process checklist for just cause terminations.

Employee name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Was the investigation conducted in an impartial manner by someone who is neutral?  
YES \_\_\_ NO \_\_\_ Notes: \_\_\_\_\_
  
2. Was the investigation conducted objectively without having a pre-determined hypothesis or outcome in mind?  
YES \_\_\_ NO \_\_\_ Notes: \_\_\_\_\_
  
3. Were respondents provided with the opportunity to have representation, e.g. a union shop steward, or an analogous representative for management respondents, during interviews?  
YES \_\_\_ NO \_\_\_ Notes: \_\_\_\_\_
  
4. Were the parties and witnesses properly informed of their rights and responsibilities during the investigation process, including expectations surrounding confidentiality and retaliation?  
YES \_\_\_ NO \_\_\_ Notes: \_\_\_\_\_
  
5. Was the respondent given sufficient details about the nature of the allegations prior to being asked to respond?  
YES \_\_\_ NO \_\_\_ Notes: \_\_\_\_\_
  
6. Did the interviews include a sufficient level of open-ended questions to encourage full disclosure?  
YES \_\_\_ NO \_\_\_ Notes: \_\_\_\_\_
  
7. Was the respondent given a full opportunity to respond to all allegations that could form the basis of disciplinary action?  
YES \_\_\_ NO \_\_\_ Notes: \_\_\_\_\_

8. Did the investigator examine and assess all the relevant evidence that was uncovered or disclosed during the investigation, including potential alibis, alternate explanations, and/or mitigating circumstances?

YES \_\_\_ NO \_\_\_ Notes: \_\_\_\_\_

9. Were all relevant witnesses (as identified by the parties, other witnesses or the investigator) interviewed?

YES \_\_\_ NO \_\_\_ Notes: \_\_\_\_\_

10. Based on all of the evidence, has the investigator determined that all or some of the allegations made against the respondent have been proven on a balance of probabilities (51% or greater)?

YES \_\_\_ NO \_\_\_ Notes: \_\_\_\_\_