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. Was the investigation conducted without unreasonable delay considering the circumstances of the case? If the respondent was suspended pending the investigation, consider that in the analysis.
    YES____NO____
    Was the employee suspended pending the investigation?
    YES____NO____
    Notes:______________________________________________________________________________

11. 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:______________________________________________________________________________

The following individuals confirm, to the best of their knowledge, the above information to be accurate:

________________________________________  __________________________
PSA/Lead Investigator                      PSA Management