

IMPORTANCE OF WORKPLACE INVESTIGATIONS

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When possible disciplinary or grievance issues occur in the workplace, Clubs have a responsibility to find out all they reasonably can about the situation to ensure matters are resolved fairly and effectively. To do this, they should conduct a workplace investigation as soon as possible after the issue is raised.

What is a workplace investigation?

Workplace investigations are fact-finding exercises which generally take place after alleged misconduct occurs or a potential grievance is raised. A thorough investigation will allow Clubs to decide whether there is a case to answer and whether a formal process should be followed.

During the investigation process, Clubs should gather as much evidence as reasonably possible from all sides to understand what has occurred and to help determine next steps. It is essential that everyone involved in the process is treated fairly at all times.

Why are workplace investigations important?

An investigation may uncover extenuating circumstances which mitigate or justify the allegations that were made, meaning that formal action is not required. Instead, the Club may decide it is more appropriate to deal with the matter informally instead.

If a reasonable and fair investigation is not carried out, any decisions a Club makes in relation to the allegations are likely to be unfair which could risk legal action.

A comprehensive and fair investigation will protect all parties as employees should feel they have been treated fairly and have had the opportunity to explain things from their point of view. In addition, Clubs will be confident in the fact that they have heard the full story before making any decision.

GET IN TOUCH

If you have any questions, or would like further support, please get in touch with Katie Dunn or Katie Bremner by calling 0141 221 2984 or by email at clubshr@aab.uk.