

START

Alleged dishonesty or unlawful activity occurs or is suspected

ASCERTAIN WHAT IS ALLEGED

- Speak with any witnesses
- Make full notes

Is immediate action required?

→ No

Yes

Is the alleged activity occurring on-site or off-site

→ Off-site

→ Refer to next level manager and/or seek legal advice

On-site

Should the Police be involved at this stage?*

→ **Note:** Usually best to involve Police after the employment investigation is completed

No

Yes

→ Police advised

RECOMMENDED STEPS

- Notify next level manager (at home if necessary)
- Involve another manager/team leader to assist (failing which involve another reliable witness)
- Involve the relevant employee representative (where appropriate)
- Don't make any unsubstantiated allegations/accusations
- Don't conduct any locker, bag, vehicle, or body search without permission of the employee
- Monitor situation closely - immediately report any suspicious developments to next level manager
- Involve a reliable witness to corroborate your suspicions/observations
- Obtain as much evidence as possible before intervening
- Keep employee and relevant evidence on site (act before employee leaves site or area concerned)
- When appropriate, raise your concerns with the employee
- Advise employee formal Disciplinary Procedure will commence

FORMAL DISCIPLINARY PROCEDURE