**INVESTIGATION PLAN**

**Refer to this template for the investigation plan to be carried out in reference to other procedures (delete as required).**

[**Disciplinary Procedure**](http://intranetsp.bournemouth.ac.uk/policy/Disciplinary%20Procedure.docx)

[**Grievance Procedure**](http://intranetsp.bournemouth.ac.uk/policy/Grievance%20Procedure.docx)**,**

[**Dignity and Respect (Harassment) Policy,**](http://intranetsp.bournemouth.ac.uk/policy/Dignity%20and%20Respect%20Policy.docx)

[**Sexual Harassment and Sexual Misconduct Policy**](https://intranetsp.bournemouth.ac.uk/policy/Sexual%20Harassment%20and%20Sexual%20Misconduct%20Policy.docx)

 **It is anticipated that the Investigating Officer will issue this plan to the subject of the investigation electronically. One plan issued per employee where the conduct of more than one person is to be investigated**

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| --- | --- |
| **Subject of the Investigation** |  |
| **Date Allegations/Complaint Raised** |  |
| **Date Employee Notified**  |  |
| **Name of the Investigating Officer (IO)**(Must have undertaken relevant training)  |  |
| **The IO is required to confirm that there are no conflicts of interest with the terms of reference for the investigation or any other relevant persons or matters.**  |  |
| **Policies and procedures the investigation is being carried out in reference to** |  |
| **Action short of suspension /Suspension required (Yes/No). If Yes date of issue** |  |

|  |  |
| --- | --- |
| **Agreed Scope of the Investigation (based on the terms of reference and appendices)** |  |
| **Persons to be interviewed** |  |

|  |  |
| --- | --- |
| **Timeframe**  | The investigation will be undertaken without any undue delay. Unavoidable delays will be communicated.* Investigative Interviews to have been completed by XXXX
* Collection of evidence to have been completed by XXXX
* The Investigation Report will be submitted to the Hearing Manager [Name and Title] week commencing XXXX

Any known periods of leave and/or unavailability:………………………………………………………………………… |
| **Frequency of IO updates to relevant parties**  | Bi-Weekly / Other  |

If further evidence comes to light that is relevant to the investigation that require modifications to the investigation plan, this will be communicated and explained in writing to the subject of the investigation

|  |  |
| --- | --- |
| **Issued to: (Subject of Investigation)** | **Date:** |
| **Issued by: (Investigating Officer)** |

**Data Protection**

The University processes personal data collected during the investigation stage in accordance with the University’s [Data Protection Policy for Staff and BU Representatives](http://intranetsp.bournemouth.ac.uk/policy/Data%20Protection%20Policy%20for%20Staff%20and%20BU%20Representatives.docx). In particular, data collected as part of the investigation stage and any subsequent stages is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the procedure.