

# Wrongdoing/Reprisal Investigation Checklist



## **BENEFITS**

When employees raise issues of alleged wrongdoing by your organization, such as safety violations, embezzlement, harassment by supervisors or criminal actions, you need to take these allegations seriously and investigate them. You also must ensure that the employee who raised the concerns isn't subjected to reprisals, such as demotion or firing.

## **HOW TO USE THE TOOL**

Use this checklist, which is based on a new CSA guide on whistleblowing systems, when developing your organization's investigative procedures and conducting investigations of alleged wrongdoing or reprisals. Note that no two investigations are identical. And the size, nature and complexity of the organization itself will have an effect on the design of the investigative process.