

Checklist for Workplace Relation

Workplace Retaliation Investigation Checklist

ESSENTIAL STEPS FOR SUCCESS

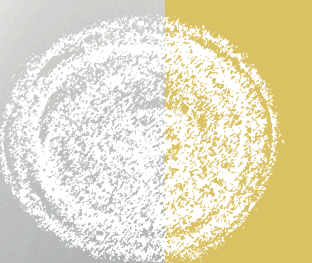
Ensure that all procedures are properly followed before closing the case.



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WORKPLACE INVESTIGATIONS

Book a Consultation

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Workplace Retaliation Investigation Checklist

1. Receive the Complaint

- Document the complaint promptly and officially
- Maintain confidentiality throughout the process
- Assess your neutrality and whether external help is needed
- Ensure that there is no further risk of retaliation

2. Conduct an Initial Assessment

- Clarify the specific allegations
- Review prior communications from the complainant
- Check for evidence of a protected complaint
- Evaluate the timing between the protected act and alleged retaliation
- Explain the investigation process to the complainant
- Separate complainant/respondent if necessary
- Secure any relevant physical or digital evidence

3. Interview Witnesses

- Prepare open-ended, unbiased questions
- Interview parties separately and in private
- Document interviews clearly and impartially
- Verify if a protected complaint was made and can be substantiated
- Determine if the accused was aware of the original complaint

4. Review Documentation

- Analyze relevant policies, records, and performance reviews
- Review timeline of events
- Investigate if performance or other concerns are a cover for retaliation
- Determine legal or policy violations
- Consult legal counsel if needed
- Ensure compliance with local, state, and federal laws

5. Make Credibility Determinations

- Evaluate the reliability of all parties and witnesses
- Consider the timing and consistency of accounts
- Note any motivation for bias in statements



6. Reach a Decision & Provide Recommendations

- Conclude based on a “preponderance of evidence” (51% standard)
- Recommend next steps: discipline, training, or policy updates
- Ensure corrective actions are taken swiftly

7. Communicate Findings

- Notify the complainant and respondent of the investigation outcome
- Maintain professionalism and confidentiality in communications

8. Adopt Preventive Measures & File Reports

- Implement training or workplace improvements as needed
- File internal or external reports, if required
- Debrief leadership and document lessons learned

