



NOBLE SHORE

WORKPLACE INVESTIGATION SERVICES

We create cultures where people are treated fairly and make good decisions

NOBLE SHORE

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WORKPLACE INVESTIGATION SERVICES



Dear Valued Client,

At Noble Shore, our values are the cornerstone of our approach to workplace investigations. We respect each other and trust in our abilities, ensuring every case is handled with the highest integrity. Embracing innovation and having the courage to tackle challenging issues, we aim to create cultures where people are treated fairly and good decisions are made.

These values ensure that our investigations are conducted with the highest level of professionalism and ethics, fostering a fair and respectful workplace. We are dedicated to creating cultures where people are treated fairly and make good decisions. With extensive experience across government, private, and not-for-profit sectors, we are committed to building lasting relationships with our clients based on trust, collaboration, and integrity.

By choosing Noble Shore, you partner with a team dedicated to respect and integrity, providing personalised and effective services tailored to your needs.

In this brochure, you will find information on the why to engage a workplace investigator and further details about our workplace investigations process.

Thank you for considering Noble Shore for your dispute resolution needs.

Sincerely,

John Renshaw

Director

Noble Shore Pty Ltd

Workplace Investigation Services

WORKPLACE INVESTIGATION SERVICES

1. WHAT IS A WORKPLACE INVESTIGATION?

A workplace investigation is a systematic process to examine complaints, disputes, or misconduct within an organisation.

A workplace investigation aims to uncover the truth, ensure fairness, and maintain organisational integrity.

At Noble Shore, our investigations are comprehensive, confidential, and conducted with the utmost professionalism.



Noble Shore – Creating environments where people are treated fairly and enabling good decision-making

2. WHY ENGAGE A WORKPLACE INVESTIGATOR?

Engaging a workplace investigator can be crucial for maintaining a fair, respectful, and compliant work environment. Here are several reasons why organisations choose to engage professional external workplace investigators like Noble Shore:

Impartiality and Objectivity

- External investigators provide an unbiased perspective, ensuring that the investigation is fair and impartial.
- As external parties, investigators do not have personal or professional relationships within the organisation, which helps maintain neutrality.

Expertise and Experience

- Professional investigators have specialised knowledge and experience in handling complex workplace issues.
- Professional investigators ensure that the process complies with relevant laws and regulations, minimising legal risks for the organisation.

Confidentiality and Sensitivity

- Professional investigators handle sensitive information discreetly, protecting the privacy of all parties involved.
- Maintaining confidentiality helps build trust among employees, encouraging them to come forward with concerns.

Thorough and Systematic Approach

- Professional investigators conduct thorough and systematic investigations, ensuring that all relevant facts are uncovered.
- Investigators provide detailed reports with findings and recommendations, helping organisations address issues effectively.

Conflict Resolution

- Early and effective investigation of workplace issues can prevent conflicts from escalating.
- Addressing and resolving issues helps restore harmony and productivity in the workplace.

3. OUR WORKPLACE INVESTIGATION PROCESS

At Noble Shore, we follow a meticulous and structured process to meet your needs and to ensure that our workplace investigations are thorough, fair, and effective. Here is an overview of our investigation process:

Initial Consultation	<ul style="list-style-type: none">• We start with an initial consultation to understand the specifics of your case, including the nature of the complaint, the parties involved, and your desired outcomes.• Our team explains the investigation process and addresses any questions or concerns you may have.
Planning the Investigation	<ul style="list-style-type: none">• Our investigation plan outlines the scope, objective and timeline of the investigation. We create a detailed investigation plan, including a witness list, evidence sources and confidentiality considerations.• Our plan includes clear expectations for all parties involved, ensuring clarity for you.
Gathering Information/Evidence	<ul style="list-style-type: none">• We conduct confidential interviews with relevant parties, including complainants, witnesses, and the person who is the subject of the investigation.• Our team reviews all relevant documents, emails, policies, and procedures to gather supporting evidence.• We collect and preserve evidence systematically to support our findings.
Analysis	<ul style="list-style-type: none">• We analyse the gathered information to identify facts, assess credibility, and determine whether there has been a breach of policies or procedures.• Our analysis is objective, ensuring that all relevant aspects are considered and done so without bias.
Findings and Recommendations	<ul style="list-style-type: none">• We prepare a comprehensive report outlining our findings, analysis, and conclusions.• The report includes actionable recommendations to address the issues identified and prevent future occurrences.
Follow-Up	<ul style="list-style-type: none">• We offer follow-up services to support the implementation of our recommendations.• We assist the organisation in maintaining a fair and compliant workplace by providing ongoing support and guidance.

If you have a workplace issue, click here to book a [Free Consultation](#) and see if Noble Shore can help you.