

29 August 2019

[EmployeeName]

[EmployeeAddress]

Dear [EmployeeSalutation],

Re: Your allegations of [AllegationType] by [OffenderName]

I refer to our conversation on [ComplaintDate] in which you made allegations of [AllegationType] by [OffenderName].

This letter is to inform you of the procedure that HR Focus will endeavour to follow in an effort to resolve your complaint.

In accordance with the /Discrimination Policy, HR Focus will endeavour to investigate your complaint in an impartial and prompt manner.

To the maximum extent possible, but subject to the need to conduct a proper investigation, your complaint will be kept confidential. Because HR Focus is required to afford [OffenderName] 'natural justice', the fact and details of your complaint will be disclosed to them.

It is essential that you maintain confidentiality during the course of the investigation in order to avoid idle gossip, victimisation and the possibility of defamation proceedings.

The investigation will be conducted by [OfficerName] who will be interviewing you, [OffenderName], and, if necessary, any witnesses about your allegations. You will shortly be notified of the time, date and place of your interview.

You are entitled to bring someone along to the interview for support.

If your complaint is substantiated, appropriate disciplinary action will be taken against [OffenderName].

If the complaint is found to be unsubstantiated you will be given an explanation as to why that finding was made.

If the complaint is found to have been fabricated, or if you do not maintain confidentiality during the investigation, appropriate disciplinary action may be taken against you.

HR Focus will use its best endeavours to prevent you from being victimised as a result of making this complaint. You should report any behaviour of this type if it occurs.

If you are not satisfied with the way in which your complaint was handled you are entitled to take it to an outside agency, such as the Anti-Discrimination or Equal Opportunity authority in your State or Territory.

Please do not hesitate to contact me if you have any questions.

Yours faithfully,

Human Resources Focus

[LetterSignatoryName]

Owner