

Appendix 1: Terms of Reference Example Template

Terms of Reference

Case Manager: Name and Job Title *(of the person who has commissioned the Investigation)*
Case Investigator: Name and Job Title
HR Support: Name and Job Title

Allegations of Issues to be investigated

Provide an overview of the reason for the investigation and what is to be investigated

It is accepted that once the investigation has commenced there may be additional relevant areas to be investigated. In such cases the Employee will be notified of any extension to the terms of reference.

Proposed Timescale

(What is the proposed, realistic and achievable timescales in light of the scope of the investigation)

Applicable Policy

(which policy/ies under which this investigation is taking place)

Purpose of the Report

(What will this report be used for)

Report Copies

(who will receive copies of the report was the investigation is concluded)