

➤ Do's and Don'ts of Undesirable Behaviour in the Workplace

✔ Do's

- ✔ Having a code of conduct
- ✔ Following internal procedures
- ✔ Investigate: consider an external investigator
- ✔ At least investigate if the accused is a manager
- ✔ Ensure both sides (applicant and accused) are heard
- ✔ Record everything in writing (also applies to process decisions)
- ✔ Seeking legal advice
- ✔ Acting decisively

✘ Don'ts

- ✘ Immediately suspended or dismiss the accused employee
- ✘ Internal/external communication
- ✘ Treating employees unequally (implementing inconsistent policy)
- ✘ Making disruptive decisions based on rumours
- ✘ Waiting to record statements until dismissal proceedings
- ✘ Letting too much time pass