

➤ 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