



**TCM** GROUP

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# WORKPLACE INVESTIGATIONS FROM THE TCM GROUP

What to expect during an investigative interview.  
A guide for parties.

## INTRODUCTION

**If you're reading this leaflet, it's our understanding that you are to be involved in an upcoming Investigation. We know that this is unlikely to be something that you are looking forward to, and may trigger feelings of anxiety, fear and uncertainty.**

Thankfully, your organisation has decided to work with The TCM Group to conduct the investigation. So, you can rest assured that you are in safe hands. Please also know that any information collected during the investigation process will be stored and used in accordance with TCM's data privacy policy.

We are an award-winning HR consultancy that provides organisations with an independent, impartial, investigation service. As part of this process, our professional investigators conduct interviews with people to gather information in an open and psychologically safe environment.

We created this leaflet to provide parties involved with a clear picture on what will be involved within the interview process, and a reassurance that you will be treated fairly, respectfully and empathetically throughout.

## WHAT CAN I EXPECT TO HAPPEN?

### Before the interview:

Our investigator will contact you via a TCM Group email address to introduce themselves and outline why they are contacting you for interview.



Between you, you will agree a mutually convenient date and time for the interview to be conducted and agree the best platform for the interview (i.e. virtual, call, etc).

## During the interview:

At the interview, the investigator will introduce themselves, outline why you are being interviewed and ensure that you are comfortable to participate, providing any additional support or reassurance that you may require.

During the interview, the investigator will be using an 'open' questioning style, allowing you speak freely and honestly in a safe environment. We encourage you to provide as much detail as you can during these interviews, the more information you can recall and share, the better.

The investigator will be making notes during the interview and may not always maintain eye contact with you. They may ask you to repeat certain aspects of your information, or repeat back to you their understanding of what you have told them. (This is not indicative of them not hearing what you are saying, they want to ensure that they capture all the information that you are sharing as detailed as possible.)

At the end, you may be asked if you have anything further to add and the investigator will explain the next steps to you. (You can, at any point, ask the investigator any questions related to the interview process.)

## HOW CAN I PREPARE?

The investigator will ask you a series of questions with regards to the alleged incident(s). Please make sure you are ready to answer such questions and are clear in your mind as to everything that you would like to share.

The interview is your opportunity to share as much information as you can, including any documents, images, videos, or other information that you feel the investigator should have as part of their investigation.

If you have any relevant materials, then please do prepare these in advance, and securely send them to your investigator or bring them to the interview.

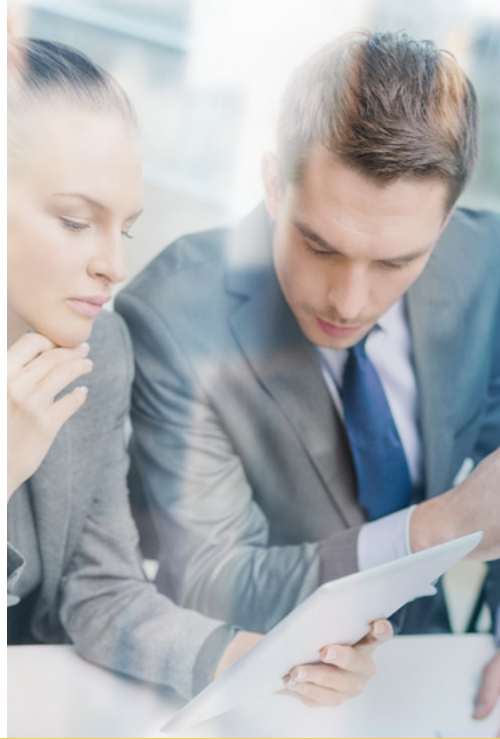
Please, if you are feeling anxious, concerned, or in need of support, ahead of taking part in the investigation, please refer to your organisation for support with your wellbeing.

# WHAT HAPPENS AFTER THE INTERVIEW?

Once you have been interviewed, the investigator will continue to carry out the other aspects of the investigation. This may include further interviews with other parties and obtaining further relevant evidence.

Once this has taken place, they will evaluate all available evidence, and reach an outcome based on the balance of probabilities.

The investigation will be summarised as a formal report document, which will be sent to your organisation. Your organisation will then, in due course, alert you to the outcome of the investigation.



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