

EMPLOYEE SUSPENSION CHECKLIST

- 1. Instruct suspended employee to leave company property. If needed, request that security be present to escort the suspended employee off of company property.
- 2. Acquire the appropriate contact information for the suspended employee and inform the employee that you will contact him/her once a formal internal investigation of the incident that led to the suspension is complete.
- 3. Initiate investigation phase.
- 4. Prepare your recommendation for the appropriate course of action based on the findings of the investigation.
- 5. Review all supporting documentation to assure the accuracy and completeness of the investigation and your recommendation.
- 6. Review your proposed action plan (with all supporting documentation) with your Human Resources manager or department head.