FLOWCHART 3 - Staff Misconduct under the Staff Agreement (Part B)

**Line Manager (for other person assigned to resolve complaint e.g. Executive Manager or Provost)**

1. **3-C** Review quote
   - Provide approval
   - **3-D** Provide investigation report
   - **2-E** Review report (request any necessary corrections before signoff)
   - **3-K** Investigator
   - **3-G** Investigation Report
   - **3-F** Investigator
   - **3-E** Provost
   - **3-D** Development of determination letter with decision, basis for decision and sanctions to be imposed
   - **3-C** Determination letter
   - **3-E** Send determination letter and copy of the investigation report to respondent

**Respondent**

- **3-G** Serious misconduct found?
  - **1-F** Lodging of notice to Review Committee
  - **3-I** Notice to go to Review Committee
  - **3-H** Decision confirmed?
    - **3-J** Write letter to respondent with decision
    - **1-F** Final determination letter
    - **3-K** Cease suspension without pay, and reimburse respondent

**Director People & Culture or nominee**

- **3-H** Lodge University documents to Review Committee
  - **3-I** Termination proposed?
    - **3-J** Lodge notice specifying intent to go to Review Committee
    - **3-I** Notice to go to Review Committee
    - **3-H** Submission to Review Committee

**Review Committee**

- **3-I** Reach decision
  - **3-J** Original decision was to terminate?
    - **3-I** Decision confirmed?
      - **3-J** Write letter to respondent with decision
        - **3-H** Final determination letter

**Director ISU**

- **3-A** Action Engagement Letter
  - **3-E** Quality review and approve report for distribution
  - **3-F** Internal investigator available?
  - **3-B** Assign work to an investigator
  - **3-D** Engage external investigator
  - **3-B** Obtain quote for work to be done based on engagement letter and brief
  - **3-C** Quote
  - **3-B** Final determination letter

**Investigator**

- **3-B** Undertake work in accordance with Engagement Letter and other information
  - **3-E** Refer new matters to Director ISU - do not investigate
  - **3-F** Identify suitable external investigator
  - **3-B** Obtain quote for work to be done based on engagement letter and brief
  - **3-C** Quote
  - **3-B** Final determination letter

**Connector Key:** Each colored connector has a key structure of x-y, where x is the flowchart page no. and y is the unique point on the page e.g. 4-e means go to (or come from) Flowchart 4, point E.

**Red text and shapes** indicate steps required to deal with breaches of the Australian Code for the Responsible Conduct of Research (the Code).