

# Reporting and Communication Structure Format

## “ Special Investigation

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### 1. Purpose

To outline the reporting and communication structure for the conduct and management of special investigations within the organization.

### 2. Investigation Team

Role	Name	Responsibility
Lead Investigator	_____	Overall management and reporting
Team Member(s)	_____	Support in data collection/analysis
Advisor	_____	Expert guidance

### 3. Reporting Structure

Report Type	Recipient	Frequency
Initial Notification	Senior Management	Within 24 hours of commencement
Progress Update	Investigation Sponsor	Weekly
Interim Findings	Relevant Department Head	As required
Final Report	Board/Audit Committee	On investigation closure

### 4. Communication Channels

- Email for formal communication and documentation
- Secure team meetings (physical/virtual)
- Confidential file sharing platform
- Hotline for urgent reporting

### 5. Escalation Protocol

1. Immediate escalation to **Head of Security** for critical findings.
2. Legal counsel to be advised if criminal activity is detected.
3. All escalations must be documented with time and recipient details.

### 6. Distribution List

- Investigation Team
- Senior Management
- Legal and Compliance (as applicable)
- Audit Committee (for final report)

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### Important Notes:

- Maintain strict confidentiality throughout the investigation process.
- All reports and findings should be factual, objective, and evidence-based.
- Access to investigation details must be limited to authorized personnel only.
- Adhere to organizational policies and relevant legal/privacy requirements.

