

Reporting and Communication Structure Format for Special Investigation

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

- Immediate escalation to **Head of Security** for critical findings.
- Legal counsel to be advised if criminal activity is detected.
- 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)

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.

