

Roles and Responsibilities Matrix

Special Investigations

| Role | Key Responsibilities | Accountable | Consulted | Informed |
|--------------------|--|--------------------|---------------------------|----------------|
| Investigation Lead | <ul style="list-style-type: none">Oversees investigation processAssigns tasks to teamEnsures compliance with protocolsPrepares final investigation report | Yes | Legal Advisor, HR Manager | Executive Team |
| Investigators | <ul style="list-style-type: none">Gather facts and evidenceConduct interviewsDocument findings | Investigation Lead | Department Heads | HR Manager |
| Legal Advisor | <ul style="list-style-type: none">Guide on legal implicationsReview findings for complianceDraft legal correspondence | Investigation Lead | Executive Team | HR Manager |
| HR Manager | <ul style="list-style-type: none">Advise on HR protocolsSupport with interview logisticsCoordinate employee communications | Investigation Lead | Legal Advisor | Investigators |
| Executive Team | <ul style="list-style-type: none">Receive investigation updatesApprove final actions and recommendations | Investigation Lead | Legal Advisor, HR Manager | All Staff |

Important Notes

- This matrix should be reviewed and updated before each special investigation.
- Clarity of roles helps minimize miscommunication and ensures accountability.
- Access to sensitive investigation information is limited to designated roles.
- All participants should be trained on the guidelines specified in this document.