

# Roles and Responsibilities Matrix

## Special Investigations

Role	Key Responsibilities	Accountable	Consulted	Informed
Investigation Lead	<ul style="list-style-type: none"><li>Oversees investigation process</li><li>Assigns tasks to team</li><li>Ensures compliance with protocols</li><li>Prepares final investigation report</li></ul>	Yes	Legal Advisor, HR Manager	Executive Team
Investigators	<ul style="list-style-type: none"><li>Gather facts and evidence</li><li>Conduct interviews</li><li>Document findings</li></ul>	Investigation Lead	Department Heads	HR Manager
Legal Advisor	<ul style="list-style-type: none"><li>Guide on legal implications</li><li>Review findings for compliance</li><li>Draft legal correspondence</li></ul>	Investigation Lead	Executive Team	HR Manager
HR Manager	<ul style="list-style-type: none"><li>Advise on HR protocols</li><li>Support with interview logistics</li><li>Coordinate employee communications</li></ul>	Investigation Lead	Legal Advisor	Investigators
Executive Team	<ul style="list-style-type: none"><li>Receive investigation updates</li><li>Approve final actions and recommendations</li></ul>	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.