

✓ Do's

- Be clear on the allegations/issues you are required to make a finding on
- Understand the applicable rule/law
- Stick to the facts of the incident or issue
- Make a statement on whether a finding could be made on the allegation or issue
- Support findings with reliable evidence
- Use clear language and construct succinct sentences
- Use objective and impartial language

✗ Don'ts

- Use unreliable evidence (cannot be validated)
- Make generalised statements
- Provide or suggest your opinion
- Infer, predict or make a judgement
- Veer outside the scope of the investigation
- Provide or suggest advice to manage the situation
- Don't-make legal determinations eg. Bullying when not required to do so

