



Suspension Checklist

Name of employee considered for suspension

		Yes or No
1.	Does the employee pose a potential threat to the business or other employees?	
2.	Does the allegation amount to gross misconduct?	
3.	Will the employee's presence at work make it difficult for the business to investigate the allegation?	
4.	Have you considered alternatives to suspension such as working from home, changing hours, restricted duties, working under supervision, being transferred to a different role, being moved to a different workplace?	
5.	Is suspension really the only option? I.e.. Alternatives are not possible?	

If you answered yes to most of these questions then suspension is the correct course of action. If there are alternatives to suspension you should always use the alternative rather than suspend.

Signed

Position

Date