

Workplace Investigations Done Right



Unlike winning the lottery, no employee likes to be “surprised” by a termination and no employer wants to incur the legal costs associated with a state or federal discrimination or wrongful termination complaint. The truth is internal workplace investigations can go very wrong. A poorly conducted investigation may do more harm than good, raising questions about the validity of the results as well as casting doubt about the employer’s commitment to treating employees fairly. There is also the risk that

an employer may not like what the investigation uncovers. It may reveal that a senior manager has committed offenses that require serious disciplinary action or termination. Employers must also decide when to use an outside expert to conduct investigations to help minimize retaliation, ensure objectivity and eliminate the influence that “internal politics” may have on the results. Any workplace investigation requires judgment calls about what issues to investigate, who to include in the internal investigation, and ultimately who to believe. Although no workplace investigation is perfect, the goal should be to conduct the investigation in the fairest way possible.

Ensuring your Legal and Human Resources Departments are well prepared and trained in conducting investigations will go a long way to mitigating potential lawsuits and solidifying your internal complaint and resolution process.

Conducting Effective Internal Investigations is a dynamic and hands-on seminar that teaches participants how to conduct internal investigations into the real-life issues that companies or in-house counsel often face, such as:

- Who should conduct the investigation?
- When do you need an outside expert?
- What do you share with employees? What if employees ask for counsel?
- What if employees refuse to cooperate?
- What about privilege and ethical issues?
- How do you minimize retaliation?
- How do you conduct interviews?
- Appropriate documentation including a range of effective remedial and disciplinary actions.

Ensure Unbiased and Objective Investigations– Engaging the outside expert

Companies can best protect themselves when they hire independent, outside seasoned investigators to conduct internal investigations involving allegations of harassment, workplace violence, and bullying. Jean Haertl works directly with your Human Resources and Legal team to help ensure clear, confidential and objective results. “ I refer my clients to Jean because she is highly skilled in conducting investigations and is able to successfully address complicated and highly sensitive matters.” Michael Clarkson, Esq., Employment Law Expert, Ogletree, Deacons, Boston, Ma.

For more information, contact:

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