



Investigate Before You Terminate

October 7, 2020



Agenda

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2 What To Investigate

3 How To Investigate

4 Conducting the Investigation – Do's

5 Conducting the Investigation – Don'ts

6 Closing the Investigation

7 Q&A

Instructions for Submitting Questions with GoToWebinar



- When you launched GoToWebinar, a control panel and a screen share window opened up



- In the control panel, there is a dropdown section entitled, “Questions”



- Open up that section and type your question into the dialog box and hit enter. **If you are a client, please put “CLIENT” in your question**



- Please note that you will not see the questions or comments of others



- We will try to answer all the questions within the allotted time; however, if you did not get your question answered or if you come up with a question after the webinar ended, please contact webinarHRhelp@Vensure.com

Our Panelist



Robin Paggi
Training and Development Specialist

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Why Investigate

Why Investigate

Often Required By State & Federal Laws

Investigations Help Correct Wrongs

Allows Employer To Build Trust

Helps Lawyers Defend Employers

2

What To Investigate

What To Investigate

- Sexual Harassment
- Discrimination
- Retaliation
- Employee Misconduct
- Employer Misconduct
- Safety Issues

3

How To Investigate

How to Investigate

- Determine If An Investigation Is Necessary
- Identify Organizational Risks & Political Issues
- Determine Who Should Handle The Investigation
- Identify Evidence To Be Gathered & Reviewed
- Identify Potential Witnesses & Locations
- Prepare The Interview Questions
- Create A Strategy

4

Conducting The Investigations: Do's

Conducting The Investigation: Do's



Introductions & Rapport



Neutrality & Objectivity



Empathy



Eye Contact & Note Taking

5

Conducting The Investigations: Don'ts

Conducting The Investigation: Don'ts

- ✘ Interrogate, Coerce, or Threaten
- ✘ Have Foregone Conclusions
- ✘ Ask Questions That Suggest Answers
- ✘ Fail To Treat Witness With Respect
- ✘ Express Your Opinions
- ✘ Spread Gossip
- ✘ Forget About Privacy Rights

6

Closing The Investigation

Closing the Investigation

- Review Evidence & Memorize Findings
- Communicate Findings
- Investigate Report
- Notification To Complainant & Accused
- Close The Case



7

Q&A



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**Thank You for
Your Time**

