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Conducting Effective Workplace Investigations

A "how-to" guide to investigating allegations of misconduct in the workplace

When an employer receives a complaint of harassment, discrimination, retaliation, or other workplace misconduct, its next steps are critical. Is an investigation warranted, and if so, what should it look like? The faculty discuss the benefits of prompt, thorough, and impartial assessments of workplace complaints, including a step-by-step review of sound investigation practices. Learn about circumstances when an outside investigation may be needed, how to map an appropriate investigation plan, and what common mistakes to avoid in the process.

Agenda

- 12:00 - 12:05 pm , Welcome and Introduction
- 12:05 - 12:15 pm , Legal Framework: What Case Law Tells Us About the Impact of Good (and Not-So-Good) Investigation Practices
- 12:15 - 1:15 pm , Elements of a Sound Investigation, Step-by-Step
 - When/Whether to Investigate
 - Potential Interim Measures Pending Investigation
 - Choosing an Investigator
 - Scope of Investigation
 - Investigation Plan
 - Collecting Documents and Data
 - Conducting Witness Interviews
 - Making Findings
 - Reports, Oral and Written
 - Practical Tips for an Organized Investigation
- 1:15 - 1:30 pm , Confidentiality, Privilege, and Other Common Investigation Considerations
- 1:30 - 1:45 pm , Safeguarding the Rights of Complainants, Respondents, and Witnesses
- 1:45 - 2:00 pm , "Ask the Experts" Q&A Session and Key Takeaways

Chair

- Amy E. Serino, Esq., Serino Law LLC, Andover

Faculty

- Kavita M. Goyal, Esq., Rosen & Goyal, PC, Andover
- Gregory A. Manousos, Esq., Morgan, Brown & Joy LLP, Boston
- Jennifer Rudd O'Neil, Esq., Fidelity Investments, Boston

Dates

- ON DEMAND WEBCAST (#2240024WBA): Watch starting Thursday, 11/2/2023

Tuition

- \$145.00
- \$145.00 Members
- \$145.00 New Lawyers
- *FREE* for MCLE OnlinePass Subscribers
- Email scholarships@mcle.org to apply for a need-based scholarship.

Materials Included with Your Tuition

- All presentation materials, including faculty slides and handouts, in electronic format

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- Earn up to 2 substantive

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