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The price per delegate for each half-day session is £75 plus VAT. To make a booking, please contact hrtraining@foxwilliams.com.

Thursday 12 November

Robust investigations into misconduct at work

Employee disputes and misconduct can happen in every workplace whether working from home or in the office. How do you scope out an investigation and decide what evidence is relevant? This course enables participants to investigate allegations of misconduct effectively including harassment and poor financial behaviour. Expert trainer and lawyer Selwyn Blyth will look at the common issues in practice: how they're resolved as well as how to document an investigation and subsequently write an investigation report.



Aim

To enable participants to investigate allegations of misconduct effectively including harassment and poor financial behaviour.



Objectives

By the end of this course, participants will have explored:

- Who should investigate an allegation of misconduct with reference to a checklist
- How to scope out an investigation and decide what evidence is relevant
- How to document the investigation and write an investigation report
- Common mistakes and pitfalls when carrying out an investigation with reference to real-life scenarios
- The issues which may arise in practice when carrying out investigations remotely
- Relevant considerations when deciding whether to inform a regulator about allegations of harassment.

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Course outline

10am Introductions & objectives

Legally fair workplace investigations:

- Who should investigate an allegation of misconduct?
- Allegations and “fact finds”
- Investigator’s role to establish the facts
- Relevant standard of proof
- What are the limits of a “reasonable investigation”?
- Sample documents including
 - witness briefing
 - record of evidence
 - investigation report

Resolving common issues in practice

- Conducting investigations “remotely”
- Scoping out the investigation
- Avoiding “scope creep”
- Deciding what evidence is relevant
- Interviewing reluctant witnesses
- When to allow a companion at an investigatory meeting
- Establishing facts when there is conflicting evidence
- What is an accused employee entitled to see from a disciplinary investigation?
- Data subject access requests (“DSARs”)
- Supporting the accuser and the accused
- Responding to grievances raised during investigation into misconduct
- Regulated roles: whether to inform the regulator

1pm Close

Our interactive format allows delegates to have mini-discussions in break-out rooms as well as provide an opportunity for active participation.