

# Employee investigations



6  
CPD



16 max

Employment tribunals expect employers to show that they have undertaken a fair and thorough investigation of complaints. This investigation can be time-consuming and complicated. However, if carried out early and correctly, an investigation should contain a problem and minimise distraction from the business.

This course provides an understanding of the legal and best practice requirements necessary to conduct an investigation and the skills required by the investigators. Delegates will learn about a process approach to the handling of investigations.

## Who should attend?

The programme will benefit HR professionals or line managers with responsibility for managing or conducting investigations into internal disciplinary, grievance and similar employee issues.

## Delegates will learn to:

- develop a thorough investigation plan
- decide what is sufficient evidence
- deal with issues around interviews, including confidentiality, anonymity and the presence of third parties
- prepare for, and conduct, investigatory interviews
- evaluate evidence objectively
- compile a report and conduct an internal investigation

## Venues:

London	10 October 2019
Leeds	04 December 2019
Nottingham	06 February 2020
London	19 March 2020
Manchester	20 May 2020
London	08 July 2020

Time 09.30 – 16.30 Fee £499 +VAT

*"Helped me understand legal principles, key considerations and gave practical examples of application"*

**Vodafone Limited**

*"Examples and cases and comparisons really useful."*

**University of Wales**

## Programme

### Best practice and the law

- the importance of a fair procedure
- unfair dismissal: evidence and reasonableness
- the requirements of the Acas code
- dealing with discrimination, harassment and bullying complaints

### Planning the investigation

- who is suitable to be an investigator and the role?
- setting the scope and goals of the investigation
- documentation and files: what should you ask to see?
- complainant issues, witnesses and representatives: the order of interviews

### Conducting the interviews

- purpose and structure of the interviews
- controlling the discussion and focusing on the facts
- appropriate records or transcripts?
- preparing statements: how to capture what is said
- evaluating evidence: balancing conflicting and corroborating information
- Investigation reports

### Investigation reports

- making reporting back more straightforward
- what should the report contain?
- who receives a copy and permission to disclose?
- findings and conclusions
- making recommendations

### In-house training and consultancy

Every year, our HR consultants conduct around 25 complex employee investigations, including: allegations of bullying against directors, whistle-blowing, and multiple and counter grievances against managers. We run around 60 in-house training assignments per year on investigations.