

CONDUCTING A LEGAL AND EFFECTIVE WORKPLACE INVESTIGATION

by

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SO ... you just had an internal charge of **HARASSMENT, THEFT, WORKPLACE VIOLENCE, ILLEGAL SUBSTANCE ABUSE** ... or some other daily disaster occur.

It is time to conduct a workplace investigation. **DO YOU KNOW HOW TO DO IT THOROUGHLY AND ACCURATELY?**

- Who Should You Interview? Employees? Former Employees? Customers?
- How Can You Avoid Charges Of **DEFAMATION** In Conducting A Workplace Investigation?
- What Questions Should You Ask ... And What Can You **NOT** Ask?
- What Is The “**Cat’s Paw Theory**” And How Will It **INVALIDATE** Your Investigation Results?
- What Is The “**FUNNEL**” Approach?
- How Do You Use “**NON-LEADING**” Questions To Uncover The Truth?
- When Should You **TAPE RECORD** The Interviews?
- What **POLICIES** Should You Have In Place To Assist You In Your Investigation?
- How Does The **FAIR CREDIT REPORTING ACT** Govern The Legality Of Your Investigation ... And How Can You Comply?
- What Methods of Collecting Information Are **LEGAL** and **ILLEGAL**?
- When Should You Conduct The Investigation **YOURSELF** ... And When Do You Need An **ATTORNEY**?
- How Can You Avoid Charges Of **FALSE IMPRISONMENT** For Detaining An Employee?
- What **DOCUMENTS** Are Pertinent To An Investigation?
- What Is A “**ZIPPER QUESTION**”?
- When Is It Legal To Tell Employees **NOT TO TALK** About The Investigation To Others ... And When Is It **NOT LEGAL**?
- How Have The **LEGAL PARAMETERS** Of The Questions Asked in Investigations Changed?

Join Scott as he reviews how to conduct a **LEGAL** and **EFFECTIVE WORKPLACE INVESTIGATION**. Scott will outline these processes for you in his own unique, practical, entertaining and humorous style, but he will show you how to use this information **IMMEDIATELY!**



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Scott Warrick, JD, MLHR, CEQC, SHRM-SCP (www.scottwarrick.com) is both a practicing Employment Law Attorney and Human Resource Professional with over 35 years of hands-on experience. Scott uses his unique background to help organizations get where they want to go, which includes coaching and training managers and employees in his own unique, practical, entertaining and humorous style. Scott trains managers and employees **ON-SITE** in over 50 topics.

Scott combines the areas of law and human resources to help organizations in “Solving Employee Problems **BEFORE** They Happen.” Scott’s goal is NOT to win lawsuits. Instead, Scott’s goal is to **PREVENT THEM** while improving **EMPLOYEE MORALE**.

Scott Trains Managers and Employees ON-SITE in over 50 topics ... all of which can be customized for you. LET SCOTT DESIGN A PROGRAM FOR YOU!

Scott’s “**Employment Law Videos**” on the ADA, FMLA, FLSA and Harassment. “**The Human Resource Professional’s Complete Guide To Federal Employment And Labor Law**” & Scott’s “**Do It Yourself HR Department**” are favorites for anyone wanting to learn Employment Law and run an HR Department.

Scott has been named one of Business First’s 20 People To Know In HR, CEO Magazine’s 2008 Human Resources “Superstar,” a Nationally Certified Emotional Intelligence Instructor and a SHRM National Diversity Conference Presenter in 2003, 2006, 2007, 2008 and 2012.

Scott has also received the Human Resource Association of Central Ohio’s Linda Kerns Award for Outstanding Creativity in the Field of HR Management and the Ohio State Human Resource Council’s David Prize for Creativity in HR Management

Scott’s academic background and awards include Capital University College of Law (Class Valedictorian (1st out of 233) and Summa Cum Laude), Master of Labor & Human Resources and B.A. in Organizational Communication from The Ohio State University.

For more information on Scott, just go to **www.scottwarrick.com**.