

# ***CONDUCTING A LEGAL AND EFFECTIVE WORKPLACE INVESTIGATION***

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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!**

## In this session, you will learn ...

1. **The proper way to interview witnesses,**
2. **The legal pitfalls of conducting a workplace investigation,**
3. **How to properly document your investigation and**
4. **How to draft a final investigation report.**

## Scott's Bio

Scott Warrick ([www.scottwarrick.com](http://www.scottwarrick.com)) is a practicing Employment Law Attorney, Human Resource Professional and three-time best-selling author with over 40 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 on site in his own unique, practical and entertaining style.

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

Scott is a three-time bestselling author: [\*Solve Employee Problems Before They Start: Resolving Conflict in the Real World, Tolerance and Diversity For White Guys ... And Other Human Beings\*](#) and [\*Healing The Human Brain\*](#).

Scott presents to national, state and local groups alike, both in person and through webinars. His topics range from Healing The Human Brain, Bullying/Harassment, Conflict Resolution, Leadership and Tolerance, to mention a few. Click here to learn about Scott’s topics: <https://scottwarrick.com/training-speaking/>

Scott is also a seven-time SHRM National Diversity Conference presenter. In 2023, he presented his ground-breaking “**TOLERANCE & BRAIN HEALTH**” program.

Scott was named one of Business First’s 20 People To Know In HR by CEO Magazine’ and a Human Resources “Superstar” in 2008. Scott also received the Linda Kerns Award for Outstanding Creativity in HR 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.