



Workplace Investigations

Investigation Overview: ImagineHR's consultants are trained to handle the most difficult and sensitive workplace issues. They take an unbiased, impartial approach to investigating complaints or conflict situations, understanding the potential for legal exposure if the issue is not addressed quickly and in a fair manner. Working through the process shows due diligence and allowing each side to tell their story provides due process – this always reflects more favorably on the employer in a court of law.

Why Investigate: A formal investigation can protect a company legally and gives the important perception to employees that they are being treated fairly. Whether it's a serious allegation of hostile work environment or a situation involving a minor complaint or personality clash, an investigation should be initiated to prevent any further problems. The best thing an employer can do is pause and respond carefully; rather than reacting with assumptions or jumping to conclusions. Bringing in a neutral third-party will prevent future accusations that the employer "played favorites" or made unfair judgements.

Prompt Action: An employer has an ethical and legal obligation to take “prompt, remedial action” when an employee files an internal complaint alleging harassment or discrimination. It is also imperative that managers and supervisors are trained to be the first responders to these types of complaints, avoiding statements and perceptions early on that could haunt them later in a court case. Taking prompt action, defusing highly emotional situations early, and conducting a “full and fair” investigation will always be your best defense against potential future liability.

Investigation Process: There is an art and science behind conducting a full and fair investigation. Through our comprehensive fact-gathering approach, our trained consultants will conduct detailed interviews, document statements by all relevant parties, review plausibility of the facts and evidence, and generate a summary report including their findings and recommendations. With employees being more empowered than ever to come forward when they feel dissatisfied or disgruntled, it is critical to be prepared and act proactively when issues arise.

Contact Stella Skaljac at stella@imaginehrconsulting.com or **440.897.1991** to learn more about our comprehensive array of HR services and support and to get started on imagining a better workplace, and building one today.

imagine HR

Can you imagine a better workplace?

imaginehrconsulting.com