

Conducting Effective Workplace Investigations

A practical guide to fair and impartial investigations of complaints of workplace discrimination, harassment, retaliation and other misconduct

One measure of the health of a workplace is how well it responds to a complaint of misconduct. Does the complaining party have a chance to share their point of view with someone who is objective and listens carefully? Are complaints treated with as much confidentiality as possible, without compromising the need to collect relevant additional information? Is the person accused of misconduct given a chance to respond to the allegations against them? And is the employer taking whatever steps possible to minimize disruption and protect everyone involved from retaliation? The faculty share their practical insights into how to conduct workplace investigations in a way that addresses each of these considerations.

Agenda

- Introduction to Workplace Investigations
- The Legal Year in Review
- Investigation Plan Essentials
- Conducting Effective Interviews
- Drawing Conclusions and Documenting Findings
- Protecting the Rights of Investigation Participants
- Privilege and Confidentiality Considerations
- “Ask the Experts” Q&A Session

Faculty

Amy E. Serino, Esq., *Serino Law LLC, Andover, Chair*

Sujin Han, Esq., *Cengage Learning Inc., Boston*

Alexandra D. Thaler, Esq., *Constangy, Brooks, Smith & Prophete LLP, Boston*

Dates & Location

Register at www.mcle.org

LIVE WEBCAST

Wednesday, October 16, 2024

12:00 pm–2:00 pm

Program # 2250023WBC

REBROADCAST

Thursday, October 31, 2024

9:00 am–11:00 am

Program # 2250023RB1

REBROADCAST

Friday, November 8, 2024

11:00 am–1:00 pm

Program # 2250023RB2

ON DEMAND WEBCAST

View after Friday, November 8, 2024

Program # 2250023WBA

Tuition *(includes written materials)*

- \$175
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Materials

- E-materials link emailed upon registration
- Transcript & videorecording emailed 2 weeks post-program

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