

[PDF] Essential Guide To Workplace Investigations, The: A Step-By-Step Guide To Handling Employee Complaints & Problems

Lisa Guerin J.D. - pdf download free book



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Description:

Investigate—and resolve—common workplace problems

Workplace complaints carry serious legal and financial risks to a company, so it's essential to act fast when you receive an employee complaint. But an ineffective or poorly handled investigation can land your company in even more trouble than not performing one at all.

The Essential Guide to Workplace Investigations shows you how to legally and successfully investigate and resolve any type of complaint or problem. It covers common workplace issues such as harassment, discrimination, violence, drug and alcohol use, and employee theft.

The book guides you through each step of an effective investigation, including:

- deciding whether to investigate
 - taking immediate action, if necessary
 - choosing an investigator
 - planning the investigation
 - interviewing witnesses
 - gathering and evaluating the evidence
 - taking action
 - documenting the investigation, and
 - following up.
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