

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

by

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So, it is time to conduct a workplace investigation? Whether the issue is related to harassment, theft, stealing, or some other crises, you should first be able to address the following issues:

- 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?
- 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?
- 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**?

**...and MUCH, MUCH more...**

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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*One of Business First Magazine's "20 People To Know In HR"*

*CEO Magazine's 2008 Human Resources "Superstar"*

*Nationally Certified Emotional Intelligence Counselor*

2012, 2010, 2008, 2007, 2006 and 2003 SHRM National Diversity Conference Presenter

**Scott Trains Managers and Employees ON-SITE in over 50 topics**

Scott travels the country presenting his various programs, including his **"The Seven Skills of Tolerance," "Bullying and Healing The Human Brain," "The 7 Myths & 7 Skills of Strategic HR," "Freaks & Geeks: Preventing All Forms of Bullying & Harassment In The Workplace" and "Emotional Intelligence For Humans."**

Scott Warrick specializes in working with organizations to *prevent* employment law problems from happening while improving employee relations. Scott uses his unique background of **LAW** and **HUMAN RESOURCES** to help organizations get where they want to go.

### **Scott's academic background and awards include:**

- Capital University College of Law (Class Valedictorian (1st out of 233))
- Master of Labor & Human Resources and B.A. in Organizational Communication: The Ohio State University
- The Human Resource Association of Central Ohio's Linda Kerns Award for Outstanding Creativity in the Field of Human Resource Management and the Ohio State Human Resource Council's David Prize for Creativity in Human Resource Management

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