

YOU'RE INVITED
OCTOBER 16, 2015

Ogletree
Deakins

The Birmingham office of
OGLETREE DEAKINS

presents a complimentary
WORKPLACE INVESTIGATIONS SEMINAR

Immersive training on the best practices for investigating workplace behavior and incidents, followed by an interactive workshop to help employers identify and correct the most common investigative mistakes

TOPICS

- Investigation Basics
- Sexual Harassment and Misconduct Investigations
- Financial Investigations
- Background Checks
- Workplace Accident and Injury Investigations
- Interactive Investigations Workshop

LOCATION

The Battle House Renaissance Mobile Hotel & Spa
26 North Royal Street
Mobile, AL 36602
(251) 338-2000

DATE AND TIME

Friday, October 16, 2015
8:30 a.m. – 2:00 p.m.
(Registration and breakfast begin at 8:00 a.m.)

COST

Complimentary
(Breakfast, lunch, and program materials are included.)



REGISTRATION

Register online at www.ogletreedeakins.com or contact Brandi Hall at (205) 714-4424 or brandi.hall@ogletreedeakins.com. We have submitted this program to the HR Certification Institute and SHRM for review.

AGENDA

8:00 – 8:30 a.m. **BREAKFAST AND REGISTRATION**

8:30 – 8:45 a.m. **WELCOME AND INTRODUCTION**

8:45 – 9:30 a.m. **HOW TO BE A SUPER SLEUTH: PREPARING FOR AND CONDUCTING EFFECTIVE WORKPLACE INVESTIGATIONS**

This session will discuss best practices and recent legal developments in the ever-changing world of workplace investigations. The presentation will identify strategies for gathering facts, preparing for and conducting interviews, determining who is telling the truth, preparing reports, and following up with key players. We will also discuss related risks, including potential ethics issues and the impact of a union on investigations. The session will conclude with a list of best practices and how to implement them.

9:30 – 9:50 a.m. **“DID YOU REALLY JUST SAY THAT?”—HANDLING SEXUAL HARASSMENT AND MISCONDUCT COMPLAINTS**

Sexual harassment and misconduct complaints can be complicated. This session will explore strategies for how to ask those uncomfortable questions, spotlight common mistakes in the investigation and resolution process, and discuss how to avoid making costly errors.

9:50 – 10:10 a.m. **FINANCIAL INVESTIGATIONS—WHAT’S THE WORST THAT CAN HAPPEN?**

Whether, when, and how to conduct an internal financial investigation depends on your industry, your regulatory obligations, the issues, and the potential consequences. This session will discuss early planning, preservation of evidence, determination of a realistic timetable, identification and commitment of resources, the role of attorneys and other consultants, and how to evaluate and act on the results of these investigations.

10:10 – 10:30 a.m. **TO BACKGROUND CHECK, OR NOT TO BACKGROUND CHECK: THAT IS THE QUESTION**

Employers that fail to conduct background checks risk lawsuits when an employee causes harm. Yet employers that do conduct background checks have been under attack by the U.S. Equal Employment Opportunity Commission and plaintiffs’ attorneys looking to create class actions out of technical violations of the federal Fair Credit Reporting Act (FCRA) and state mini-FCRAs. Add that to the growing list of states and cities with ban-the-box or related restrictions, and an employer’s headaches increase exponentially. This session will offer practical strategies for conducting background checks.

10:30 – 10:45 a.m. **BREAK**

FRIDAY, OCTOBER 16, 2015

10:45 – 11:30 a.m. **WORKPLACE ACCIDENT AND INJURY INVESTIGATIONS: MANAGEMENT AND RESPONSE**

The Occupational Safety and Health Administration's fatality and catastrophic injury or illness investigations pose unique challenges, especially for those who are not usually on the front lines of safety compliance. In this interactive "how-to" session featuring example scenarios, the presenters will cover whether and how to prepare an internal report; how to deal with coworkers, family, media, and law enforcement; how to analyze potential general liability exposure; how to select and work with appropriate experts; and how to set and manage expectations and outcomes.

11:30 a.m. – Noon **LUNCH**

Noon – 2:00 p.m. ***SHERLOCK OR PSYCH?* AN INTERACTIVE VIDEO WORKSHOP FEATURING THE BEST AND WORST PRACTICES IN WORKPLACE INVESTIGATIONS**

Learning from our own mistakes is effective, but it can be painful and costly. This interactive video presentation will let you learn from other investigators' mistakes. Watch HR practitioners interview critical witnesses, then join our panel of experienced legal pundits to discuss what the others did correctly, did poorly, or failed to do at all. This workshop follows the investigative process from intake of the complaint all the way through testimony in court.