

# CONDUCTING WORKPLACE INVESTIGATIONS

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## Online

Wednesday 27 April 2022

10.00am – 3.00pm AEST

\$675\* (incl. GST)

Wednesday 12 October 2022

10.00am – 3.00pm AEDT

\$675\* (incl. GST)

## Program overview

We operate in an environment where in-house lawyers, HR professionals and managers are expected to proactively manage and resolve employee complaints.

But conducting a workplace investigation can be a daunting process – allegations can be difficult to identify; interviewing witnesses and analysing evidence can be time consuming and confusing and making findings of fact can be complicated. After handling all of the practical and technical difficulties, managing expectations and maintaining workplace harmony while carrying out your investigation may feel all but impossible.

Conducting a properly scoped workplace investigation is critical to managing legal risk and protecting your business reputation.

Courts and tribunals have made it clear that employers must be able to demonstrate that they run robust, procedurally fair investigations, if they want to satisfy their obligations under workplace laws – and, if they can't, they will face legal liability.

In this program, we will provide you with clear and practical guidance on how to run an effective workplace investigation. You will also understand when it might be desirable to outsource an investigation to an external provider.

You will leave the program with a sound understanding of the legal and practical issues which you need to address, to ensure your investigations are efficient, procedurally fair and minimise legal risk.

The program will be presented by lawyers with deep legal and practical experience in handling complex workplace investigations and will include a session with a seasoned independent investigator, who will share their top tips and traps in running effective investigations.

## Learning outcomes

This program will provide you with:

- a clear overview of the laws relevant to conducting workplace investigations;
- an understanding of the options and optimal processes for conducting investigations – including when to outsource an investigation and when to seek a report under legal professional privilege;
- insight on the 'traps' businesses often fall into when conducting investigations and the legal risks that flow from these – and how to avoid these traps and risks;
- practical skills in identifying allegations, interviewing witnesses, gathering evidence and making findings of fact – even in the face of conflicting witness evidence; and

- case studies that highlight 'dos and don'ts' for conducting workplace investigations.

## **Participant Feedback**

***Planning the investigation was useful, the content is simple but important for making sure the investigation is on the right track and remains on the right track***

WHS & HR Manager

***Professional presenters, very experienced [who were] able to explain the framework of investigations without getting bogged down in jargon. Easy to follow while still understanding how important and serious this can be***

HR Business Partner

***Very informative session with knowledgeable presenters, relevant and detailed reference document provided***

HR Business Partner

***A lot of content, useful resources and a good discussion to learn from all the experience on the call, [including] facilitators and other participants***

Senior HR Adviser

***The program, presenters and materials were absolutely first class***

Industrial Advisor

***Great as an intro into conducting workplace investigations***

HR Advisor

***Insightful, a great breakdown/checklist to ensure you address all key factors***

HR Advisor

***Useful and insightful concepts for conducting a fair and equitable investigation***

Regional HRM

## Session materials

We understand that many of our participants will be working from home or in a number of different locations. We will mail out a participant workbook ahead of the session and will be in contact to confirm the appropriate mailing address following registration.

## Agenda

The session commences at 10.00am AEST/AEDT and concludes at 3.00pm AEST/AEDT. There will be a lunch break of approximately 30 minutes at around the midpoint of the session.

## Registration

To register for this program or to enquire about a customised version for your organisation, please contact us on [EIRSTraining@hsf.com](mailto:EIRSTraining@hsf.com) or +61 3 9288 1105.

### **\*Special Offers:**

\*2 or more enrolments in any of our programs receive a 10% discount on the total enrolment fee.

## CPD Requirements

Recommended CPD point allocation: 4.5 points per webinar.

If this particular educational activity is relevant to your immediate or long term needs in relation to your professional development and practice of the law, then you should claim one CPD unit for each hour of attendance, refreshment breaks not included. Please contact your Professional Body for your state