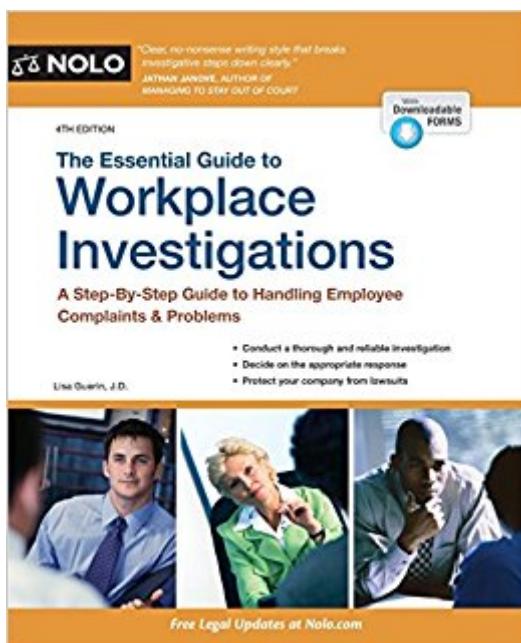


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# Essential Guide To Workplace Investigations, The: A Step-By-Step Guide To Handling Employee Complaints & Problems



## **Synopsis**

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.

## **Book Information**

Series: Essential Guide to Workplace Investigations

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## **Customer Reviews**

"Packed with tips and strategies that will help sort out workplace problems quickly and legally." HR Magazine *Everything an employer needs to know about investigating and resolving workplace complaints and issues* is packed into this book, making it a top recommendation for any business library strong in human resources guides. It's the first on the market to teach businesses how to investigate and resolve all types of complaints, from harassment and discrimination to workplace violence and employee theft, and walks the manager through ten basic steps from the initial decision to investigate to interviewing, gathering and evaluating evidence, and taking action. All

business libraries need this.â • California Bookwatch "Guerin, an employment law specialist and author, offers a guide to investigating and resolving workplace complaints or problems, focusing on harassment, discrimination, violence, drug and alcohol use, and employee theft. She describes the steps for the investigation of any kind of problem, common investigation mistakes, discovering problems, deciding whether to investigate, choosing an investigator, planning the investigation, gathering information, making and documenting the decision about whether misconduct occurred, and ten steps for investigating each type of problem." Eithne O'Leyne, Editor, Ringgold, Inc., ProtoView

Mishandling workplace complaints can lead to lawsuits and other legal trouble. By following the ten steps laid out in the book, managers and HR professionals can learn how to take complaints, conduct interviews, document findings, and ultimately make decisions that will keep employees safe and the company out of the courtroom.

Recommend to any professional that is charged with doing workplace investigations.

A MUST HAVE for anyone in HR

Perfect for the new or experienced HR Manager.

Great help for the hr professional

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