

Remote Workplace Investigations



Many things have changed for employers during the COVID-19 pandemic: physical distancing, face coverings, temperature taking, etc. One thing that has not changed is the need to conduct investigations. In fact, now more than ever, employees are raising concerns about their workplaces that need to be addressed. Allegations of inappropriate workplace behavior have the potential to negatively influence employee morale, and employers cannot afford any additional problems at this time.

Conducting a proper investigation is a necessity that, in many situations, is not only required as a legal standard, but can be the difference between winning or losing in litigation. Employers must be ready to conduct impartial and thorough investigations, and while it may be tempting to wait until things return to “normal” in the workplace, prompt action is still the legal standard. But how is this possible when many Human Resources and Compliance professionals are working from home and when the CDC recommends social distancing?

At Foundations Human Resources Consulting, we have vast experience in conducting investigations remotely. Our skilled investigators, with backgrounds in HR and compliance management, can get to the bottom of any situation, even if we cannot do so in a traditional face-to-face manner. By creating detailed step-by-step investigation plans, and by using available technology, Foundations can help solve potential workplace concerns before they become significant problems. We are experienced in conducting investigations of alleged employee misconduct at all levels of an organization, including discrimination, harassment, theft, fraud, unethical behavior, and retaliation. Our goal is to resolve workplace issues in a timely manner and protect your company’s reputation and goodwill.

Why use an outside investigator?

There are many reasons organizations should consider using a Foundations investigator during these challenging times:

- Internal resources are devoted to other critical needs in the organization, including safety measures
- Employees are under significant stress and may be more comfortable speaking with an outside investigator
- Foundations has experience in gathering information remotely
- Foundations’ investigators can focus solely on finding the facts of the situation in a timely manner
- Foundations’ investigators are impartial and objective

How does it work?

Our role is well-defined: to collect facts about a specific complaint and potentially any related complaints that might surface. With no preconceived impression of the parties or subject, our investigator’s role is to be impartial and complete the investigation in a timely manner.

Our professional investigative process includes:

- Prompt, objective, and thorough reviews of the complaint
- Detailed review of relevant policies and background information
- Remote interviews with the complainant and witnesses
- Analysis of data and interview information
- A comprehensive investigation report, including summary, conclusions, and recommendations, as well as detailed interview notes.

Foundations Human Resources Consulting



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