



5 STEPS TO BOTCHING

A WORKPLACE INVESTIGATION

Follow these steps to guarantee you will fail to protect your employees and your brand.

1

SHUN

STANDARD PROCEDURES TO:



- ✓ Prevent employees from coming forward
- ✓ Dodge acting on allegations
- ✓ Save time on investigations
- ✓ Avoid using data to prevent future problems

2

PUNISH

COMPLAINERS BY:

- ✓ Charging them with insubordination
- ✓ Demoting them
- ✓ Threatening them into silence
- ✓ Doing nothing

75%

Percent of people say they experienced retaliation after reporting harassment

CHOOSE

3

BIASED

INVESTIGATORS ENABLING:



- ✓ Indiscretion
- ✓ Subjectivity
- ✓ A pro-company outcome
- ✓ Protection of key employees

FOLLOW

4

INCONSISTENT

PROTOCOLS ENSURING:

- ✓ Lack of clear expectations
- ✓ Inaccurate determinations
- ✓ Increased retaliation
- ✓ Regulatory violations

ONLY 33%

Percent of companies have required practices in place to conduct investigations

PRODUCE

5

INCOMPLETE

CASE FILES RESULTING IN:

- ✓ Missing notes and evidence
- ✓ Omission of company policies
- ✓ Indefensible cases
- ✓ Uncontrollable legal and financial risk
- ✓ Reputation and brand damage



These suggestions were not serious, but **we are.**

At HR Acuity, we're serious about helping you discover what's going on in your organization to help you conduct better workplace investigations and improve how you manage employee relations.

Welcome to the *next generation* of employee relations.

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