



Workplace Investigations

Whenever employees make allegations of workplace misconduct, organizations need to conduct prompt, thorough, and fair investigations. Courts hold employers accountable for performing “reasonable” harassment investigations, and when analyzing cases they consider several factors, including:

- » Investigator selection
- » Confidentiality
- » Timeliness
- » Analysis of results
- » Thoroughness
- » Conclusions and closure of investigation
- » Policies

FlashPoint offers help to organizations dealing with investigations. Our consultants have experience conducting neutral fact-finding inquiries and can lend their expertise to the process, helping organizations meet their obligations and resolve issues quickly and at reduced costs. We also provide post-investigation consulting, including recommendations for resolving the complaint, policy review, workplace training, and individual coaching.

»» Our Services

FlashPoint can:

- » Build investigative protocols for the organization
- » Offer access to hotline services
- » Provide one-on-one or group coaching for individuals in need of behavioral improvement
- » Provide complete outsourced investigations in the following areas:

Harassment
Discrimination
Retaliation
Hostile work environment
Employee/supervisor misconduct

Performance and behavioral issues
Interpersonal conflict
Drugs in the workplace
Workplace violence/threats/bullying
Theft

»» Our Process

During the investigation, we:

- » Meet with management to discuss the incident details, set strategy, and identify an initial list of interviewees
- » Interview the complainant to gather facts of the incident, confirm the sequence of events, and identify the accused and any other witnesses
- » Interview the accused to understand his or her version of the incident and to reinforce the organization’s policy on retaliation
- » Interview any witnesses to collect additional facts
- » Collect any other information and documentation related to the incident
- » Present a concise, analytical report of the findings
- » Gather all information and report all findings in the strictest of confidence