

Conducting Lawful Global Investigations:

A Comprehensive Workshop for Internal Investigators

GLOBAL WORKPLACE TRAINING

When investigating international concerns of wrongdoing, simply exporting the approaches of the headquarters' location may not work and can materially increase risk. Effective international investigations will be well planned to take account of things like: local time limits for completing investigations and for taking any subsequent disciplinary action; whether employees can be required to cooperate; and restrictions on the information and documents you can lawfully gather or rely upon and when you may be required to provide them to employees. Different confidentiality and privilege rules will also apply which are important to factor in at an early stage.

Our practical training on handling international investigations focuses not just on the importance of following local law and policies but also on the importance of investigators checking their cultural lens ahead of applying policies and includes practical, culturally relevant examples.

COURSE OBJECTIVES

- Identify and follow the stages of an investigation and the role of the investigator throughout
- Determine the scope of the investigation
- Understand the investigator's role in gathering facts and evaluating evidence
- Learn to balance the need to get the facts, give the accused a fair opportunity to respond, and ensure confidentiality
- Respond to and evaluate common challenges, or "curveballs", that may arise in investigations
- Know the importance of following local policy and law and of checking own cultural lens

TOPICS COVERED: ½ DAY PROGRAM*

- Understanding the investigator's role
- Ensuring a reasonable investigation and the risks of not doing so
- Planning the investigation including factoring in relevant time limits
- Interviewing the parties and your legal obligations
- Data protection and documentation obligations
- Privilege
- Handling the "curveballs" including sickness absence and whistleblowing complaints (where locally applicable)

* Content is highly customizable based on client needs and we are happy to estimate costs associated with such customization.

Delivered worldwide, including for the UK, countries across Europe, APAC or LATAM (including Brazil, Colombia, Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Venezuela and Argentina). For specific countries – just ask!